

## **Board of Directors' January 2021 Meeting Minutes**

**Oakleaf East POA**

**518 Hollyberry Lane, Ste 108**

**Orange Park, FL 32065**

**Monday, January 4, 2021 6:30 PM**

### **I. Call to Order**

Robert Patton (President) called the meeting to order at 6:31 PM.

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

Robert Patton made a motion to approve the agenda. Rosemary Pack (Vice President) seconded. Unanimously approved.

### **III. Unfinished Business**

No unfinished business.

### **IV. Financial Update**

Kimberly Farrell provided update. Annual assessment is 76% paid. We are ahead of where we were this time last year and invoices went out 2 weeks later. Checks are also starting to trickle in via USPS in addition to online payments.

Robert Patton made a motion to send the following accounts to collections with Ansbacher Law. Rosemary Pack seconded, Unanimously approved:

1395 Bitterberry Drive – 2 fines, dead grass and weeds, repair stucco

1207 Bedrock Drive – paint home

3531 Waterford Oaks Drive – dead grass and weeds

2834 Pebblewood Lane – dead grass and weeds

850 Stallion Way – 2 fines, dead grass, paint home

541 Acornridge Lane – paint home

### **V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC – No recent meetings

ARB – ARB Minutes are always posted on the website

### **VI. POA Physical Location Update**

We are in possession of the site.

## **VII. Homeowner Fines Recommendations**

Robert Patton made a motion to send the following accounts to mediation. Rosemary Pack seconded, unanimously approved

549 Wakemont Dr – Dead grass, weeds in beds

725 Wakemont Dr – Incorrect fence installed without ARB approval

## **VIII. Mediation & Self-Help Recommendations**

Robert Patton made a motion to send 461 Clearview Court to mediation, Rosemary Pack seconded, Unanimously approved.

Robert Patton made a motion to replace a mailbox using our self-help rights at 549 Wakemont Dr., and billing homeowner for the applicable charges. No markup added to the normal price of an installed mailbox on our website, Rosemary Pack seconded, unanimously approved.

## **IX. Policy and Regulations Document Discussion/Adoption**

### **X. Fines Appeals**

Fine reduction candidates – issues currently resolved pending no further reoccurrence. Robert Patton made a motion to forego collection of \$900 of the total \$1000 in fines for the following addresses:, Rosemary Pack seconded, Unanimously approved:

862 Thoroughbred Dr – Dead grass resolved

2844 Pebblewood Ln – Dead grass resolved

1425 Scenic Oaks Dr – Fence removed

1901 Holly Oaks Dr – Dead grass resolved

3218 Stonebrier Ridge Dr – Dead grass resolved

Robert Patton made a motion to table the accounts listed below: Rosemary Pack seconded, Unanimously approved.

3638 Silver Bluff Blvd - has requested reduction but has been advised to complete items prior to consideration

3091 Wandering Oaks Dr – Resod yard in early spring

3829 Cardinal Oaks Circle – Pressure wash and paint house, put on hold for 2 weeks

4094 Pebble Brooke Circle – Resod yard, sent email to let him know that he needs to resod

3401 Pebble Sand Lane – Dead grass, in talks with owner

3482 Worthington Oaks Dr – Paint home; has submitted ARB

715 Wakeview Dr – Resod yard in early spring

880 Timberjack Ct – Resod yard, 30-day hold

**XI. Community Standards Compliance Update**

No items.

**XII. New Business**

No new business

**XIII. Owners Comments (Time Permitting)**

No comments

**XIV. Adjournment**

Robert Patton made a motion to adjourn the meeting, Rosemary Pack seconded, Unanimously approved. Meeting adjourned 7:08 PM.

A handwritten signature in black ink, appearing to be 'Robert Patton', with a long horizontal flourish extending to the right.

Robert Patton, President

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. a/k/a Oakleaf East POA was held Monday, February 1, 2021 at 6:30 p.m. at Oakleaf East POA Office, 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Robert Patton	President
Rosemary Pack	Vice President

Also present were:

Kimberly Farrell	Employee
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Eight Residents

**I. Call to Order**

Robert Patton (President) called the meeting to order at 6:36 PM.

**II. Adoption of the Current Agenda**

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor the Current Agenda was approved.
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**Approval of the Minutes of the January 4, 2021 Meeting**

Section VIII. 461 Clearview Court to CEC – word “CEC” needs to be changed to “Mediation”

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor of approving the Jan minutes to include the changes shown above.
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**III. Unfinished Business**

No unfinished business.

**IV. Financial Update**

Kimberly Farrell (employee) provided update. 12/31/20 Financial Statements were presented. Annual Assessments numbers are as follows:

2021 - 66 accounts unpaid (96.89% paid)

2020 – 150 accounts unpaid (92.93% paid)

**V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC – No update

ARB – No update

Welcome Committee – No update

Festivities – No update

## VI. Homeowner Fines/Attorney Demand Recommendations

Letters continue to be sent. Board reviewed list of outstanding fines and made recommendations for collections or additional time to comply.

Put the following accounts on hold, subject to resolving the violations:

1938 Woodworth Dr – change landscaping by adding boxwoods

3541 Silver Bluff Blvd – paint – 18 months; remove brick – change in ownership; re-sod – early spring

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor the accounts were placed on hold.

Send the following accounts to collections if payment not received or communication made by 2/22/21:

642 Southland Ln

3685 Silver Bluff Blvd

928 Waverly Bluff Ct

751 Wakemont Dr

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor the accounts will be sent to collections if payment not received or communication made by 2/22/21.

Send the following accounts to CEC

529 Wakemont Dr - Dead Grass

887 Timberjack Ct - Trailer Parking

883 Wilmington Ln - Dead Grass/Weeds; Pressure Wash Driveway/Sidewalks

835 Timberjack Ct - Dead Grass

759 Wakemont Dr - Commercial Vehicle

704 Bellshire Dr - Removal of Required Oak - No ARB

691 Wakeview Dr - Dead Grass/Weeds

675 Wakeview Dr - Dead Grass/Weeds

672 Wakeview Dr - Dead Grass

549 Wakemont Dr - Pressure Wash Driveway/Sidewalks

544 Millhouse Ln - Pressure Wash Driveway/Sidewalks

530 Wakemont Dr - Commercial Vehicle

600 Longcrest Ln – Commercial Vehicle

461 Clearview Ct - Dead Grass; Pressure Wash Driveway/Sidewalks; Commercial Vehicle

435 Hearthside Ct - RV's/Trailer - Jet Skis  
3906 Pebble Brooke Circle - Pressure Wash Driveway/Sidewalks  
3667 Oakworth Ct - Trailer Parking  
3541 Silver Bluff Blvd - Dead Grass; Brick Veneer - No ARB; Incorrect Body Paint Color vs what ARB approved  
3536 Silver Bluff Blvd - Commercial Vehicle  
3457 Crane Hill Ct - Dead Grass/Weeds  
3379 Highland Mill Ln - Dead Grass/Weeds  
3152 Hearthstone Ln - Pressure Wash Driveway/Sidewalks  
3006 Piedmont Manor Dr - Dead Grass  
2978 Piedmont Manor Dr - Dead Grass  
1595 Canopy Oaks Dr - Pressure Wash Fence  
1505 Cotton Clover Dr - Commercial Vehicle  
1480 Bitterberry Dr - Dead Grass/Weeds; Replace Fence  
1064 Drake Feather Dr - Dead Grass  
1164 Bedrock Dr - Parking - Blocking Mailbox/Traffic  
3311 Highland Mill Ln – Animals & Pets - Pet Nuisance  
944 Steeplechase Ln – Commercial Vehicle & Trailer

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor the accounts will be sent to CEC.
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#### **VII. Mediation/Self-Help Recommendations**

None

#### **VIII. Policy and Regulations Document Discussion/Adoption**

ARB Flow Chart & Checklists for ARB submissions to be implemented immediately were presented by Robert Patton. These should help to get all information needed from homeowners up front instead of having to continually request more information.

#### **IX. Fines Appeals**

1938 Woodworth Drive – recommend planting boxwoods to hide the pavers, account is still on hold.

3541 Silver Bluff Blvd:

Body paint color of home to be corrected within 18 months

Brick veneer to be removed at sale or death, whichever comes first

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3541 Silver Bluff Blvd will be allowed 18 months to correct the paint color of the body of the home and allowed to keep the brick veneer until sale or death.

**X. Community Standards Compliance Update**

No items.

**XI. New Business**

Possibility of taking over the management of Oakleaf West.

Introduction of Jennifer Creighton, LCAM.

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor, Jennifer Creighton to be hired for violation compliance at \$23/hour plus mileage.

**XII. Owners Comments (Time Permitting)**

No comments

**XIII. Next Scheduled Meeting**

Robert Patton stated that the next scheduled meeting is March 1, 2021 at 6:30 p.m. at this location.

**XIV. Adjournment**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor the meeting was adjourned at 7:39 p.m..

Robert Patton



President, Oakleaf East POA

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, March 1, 2021 at 6:30 p.m. in the main Oakleaf East POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Robert Patton	President
Rosemary Pack	Vice President

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee (by phone)
Seven Residents	

**I. Call to Order**

Robert Patton called the meeting to order at 6:31 PM.

**II. Adoption of the Current Agenda**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 2-0, the Current Agenda was approved.
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**Approval of the Minutes of the February 1, 2021 Meeting**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 2-0, the Minutes was approved.
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**III. Unfinished Business**

None

**IV. Financial Update**

Kimberly Farrell (employee) provided update. 1/31/21 Financial Statements were presented. Annual Assessments numbers are as follows for 2/28/21:

2021 - 52 accounts unpaid > \$30.08 (97.55% paid)

18 accounts – estoppel/transfer fees, 53 accounts unpaid < \$30.09

2020 – 108 accounts unpaid (94.91% paid)



## **V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC – 2 meetings, minutes provided... 8 fined, 17 rejected, 10 tabled

ARB – 1 meeting, minutes are on the website

Welcome Committee – No update

Festivities – No update

## **VI. Homeowner Fines/Attorney Demand Recommendations**

Send the following accounts to CEC

1050 Moosehead Drive - Trailer

1068 Moosehead Drive – Commercial Vehicle

1170 Bedrock Drive – Pressure Wash Home

1707 Canopy Oaks Drive – Mowing, Edging & Weeding

3126 Wandering Oaks Drive – Pressure Wash Home

3126 Wandering Oaks Drive – Paint Home

3139 Wandering Oaks Drive – Paint Home

1425 Scenic Oaks Drive – Paint Home

2909 Piedmont Manor Drive – Weeds/Grass in Beds

2933 Piedmont Manor Drive – Tree Removal

3016 Stonewood Way – Pressure Wash Driveway & Sidewalks

3036 Stonewood Way – Dead Grass

890 Thoroughbred Drive – Pressure Wash Home

890 Thoroughbred Drive – Dead Grass & Weeding

3610 Silver Bluff Blvd – Dead Grass & Weeding

2866 Pebblewood Lane – Dead Grass & Weeding

650 Wakeview Drive – Paint Home

650 Wakeview Drive – Weeds/Grass in Beds

1171 Bedrock Drive – Dead Grass & Weeding

3489 Worthington Oaks Drive – Pressure Wash Home

1097 Moosehead Drive – Pressure Wash Driveway & Sidewalks

3438 Laurel Leaf Drive – Weeds/Grass in Beds

3055 Whispering Willow Way – Weeds/Grass in Beds

695 Timbermill – Commercial Vehicle

3071 Williamsburg Court – Pressure Wash Home

3500 Laurel Mill Drive – Replace Fence – in Disrepair

3059 Whispering Willow Way – Dead Grass & Weeding

3072 Litchfield Drive – Exterior Painting – Garage Door – Black

3056 Litchfield Drive – Basketball Goal

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 2-0, of a \$1000.00 fine being levied against each of the properties listed above.

#### **VII. Mediation/Self-Help Recommendations**

None

#### **VIII. Policy and Regulations Document Discussion/Adoption**

None

#### **IX. Fines Appeals**

Reduce Collectable Fines Amount to \$100:

1938 Woodworth Drive

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor 2-0, to forego \$900 of the fine subject to the violation not re-occurring within 24 months and paid within 30 days.

#### **X. Community Standards Compliance Update**

No items.

#### **XI. New Business**

Board Member Position – Earl Davis

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 2-0, Earl Davis to be appointed to the open position of Secretary/Treasurer.

Oakleaf West – has expressed an interest in becoming self-managed to East POA. Robert to meet with attorney Ertl on Wednesday to discuss the logistics of having two separate entities under a single, self-managed “umbrella” of resources, processes, and procedures. The two sides Association’s documents are nearly identical and the potential union would create a more cohesive community, ultimately improving owner equity across the board for all properties involved.

Jennifer Creighton – Change Employment Status and Rate

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, Jennifer Creighton to be hired full-time at \$60,000 per year. JC will give her 30-day notice to Julington Creek immediately.

**XII. Owners Comments (Time Permitting)**

Orlando Ortiz – 3202 Stonebrier Ridge Drive – wanted to know where to find documents. Neighbor is having loud music until 2-3 AM. Owner was advised that the best way to report violations to the Association is to use the Violations menu on the website to find the appropriate reporting webform. Using this form will allow for improved historical recordkeeping of violations reported by owners.

**XIII. Next Scheduled Meeting**

Robert Patton stated that the next scheduled meeting is April 5, 2021 at 6:30 p.m. at this location.

**XIV. Adjournment**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0 the meeting was adjourned at 7:25 p.m..

Robert Patton 

President, Oakleaf East POA

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, April 5, 2021 at 6:30 p.m. in the main Oakleaf East POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Robert Patton	President
Rosemary Pack	Vice President
Earl Davis	Treasurer

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee
Two Residents	

**I. Call to Order**

Robert Patton called the meeting to order at 6:39 PM.

**II. Adoption of the Current Agenda**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Current Agenda was approved.
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**Approval of the Minutes of the March 1, 2021 Meeting**

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor 3-0, the Minutes were approved.
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**III. Unfinished Business**

Shared Resources Agreement Discussion. Oakleaf West has been invited to conduct their BOD meeting on Wednesday the 7<sup>th</sup> of April.

**IV. Financial Update**

Kimberly Farrell (employee) provided update. 2/28/21 Financial Statements were presented. Annual Assessments numbers are as follows for 2/28/21:

2021 - 29 accounts unpaid > \$30.16 (98.634% paid) (7 in collections)

19 accounts – estoppel/transfer fees, 38 accounts unpaid < \$30.17

**Send to collections all accounts not paid in full by 4/30/21**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, accounts not paid in full by 4/30/21 will be sent to collections.
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## **V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC – No meeting in March, Next meetings 4/6/21 & 4/8/21

### **Appoint following member(s) to the current roster of the CEC Committee:**

Clarissa Foss

Irene Roberson

Ismael Rodriguez

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, Clarissa Foss, Irene Roberson & Ismael Rodriguez are appointed to the current roster to the CEC Committee.

ARB – 2 meetings, minutes are on the website

### **Appoint following member(s) to the current roster of the ARB Committee:**

Marilou (Lynne) Dougherty

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, Clarissa Foss, Irene Roberson & Ismael Rodriguez are appointed to the current roster to the CEC Committee.

Welcome Committee – No update

Festivities – No update

## **VI. Homeowner Fines/Attorney Demand Recommendations**

BOD reviewed each property listed below for consideration. Properties have been inspected by JC within the last 24 hours to confirm the conditions still exist.

3457 Crane Hill Court – Dead grass & weeding

691 Wakeview Dr – Dead grass & weeding

461 Clearview Court – Dead grass & weeding

461 Clearview Court – Pressure wash home

835 Timberjack Court – Dead grass

3803 Cardinal Oaks Cir – Patio

3803 Cardinal Oaks Cir – House addition

3126 Wandering Oaks Dr – Pet nuisance

3504 Laurel Mill Dr – Paint home

3504 Laurel Mill Dr – Weeds/Grass in beds

3525 Pebble Stone Court – Dead grass & weeding

3429 Pebble Sand Ln – Dead grass & weeding

3632 Sunset Oak Dr – Paint home

1433 Canopy Oaks Dr – Shed

3803 Cardinal Oaks Cir – Commercial vehicle

956 Misty Maple Court – Pressure wash driveway & sidewalks

964 Misty Maple Court – Trim dead fronds from queen palm and remove dead plant from yard

964 Misty Maple Court – Pressure wash driveway & sidewalks

1034 Drake Feather Dr – Dead grass & weeding

1050 Drake Feather Dr – Paint home

1065 Drake Feather Dr – Pressure wash home

1041 Drake Feather Dr – Pressure wash driveway & sidewalks

3035 Whispering Willow Way – Pressure wash home

3028 Whispering Willow Way – Dead grass & weeding

3034 Whispering Willow Way – Dead grass

3050 Whispering Willow Way – Paint home

1494 Canopy Oaks Dr – Pressure wash driveway & sidewalks

1413 Canopy Oaks Dr – Noise: Music

732 Timbermill Ln – Prune shrubs

835 Timberjack Court – Commercial vehicle

620 Longcrest Ln – Paint home

609 Longcrest Ln – Dead grass & weeding

3053 Litchfield Dr – Paint home

3180 Litchfield Dr – Dead grass & weeding

650 Wakeview Dr – Pressure wash driveway & sidewalks

695 Wakeview Dr – Weeds/Grass in beds

3290 Highland Mill Ln – Paint home

3335 Highland Mill Ln – Weeds/Grass in beds

4103 Pebble Brooke Cir – Paint home

4103 Pebble Brooke Cir – Pressure wash home

3800 Pebble Brooke Cir – Paint home

3875 Pebble Brooke Cir – Pressure wash driveway & sidewalks

3546 Silver Bluff Blvd – Weeds/Grass in beds

3409 Pebble Sand Ln – Pressure wash driveway & sidewalks

4095 Pebble Brooke Cir – Pressure wash driveway & sidewalks

1360 Akron Oaks Dr – Vehicle blocking mailbox

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, of a \$1000.00 fine being levied against each of the properties listed above.

**VII. Mediation/Self-Help Recommendations**

None

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

None

**IX. Non-Collection of Fines**

Reduce Collectable Fines Amount to \$100:

3549 Silver Bluff Blvd – dead grass and weeds

3638 Silver Bluff Blvd – dead grass

1395 Bitterberry Drive – repair stucco cracks

2834 Pebblewood Lane – dead grass

3482 Worthington Oaks Drive – paint home

3531 Waterford Oaks Drive – pressure wash home

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor 3-0, to forego the collection of \$900 of the \$1000 fine subject to the violation not re-occurring within 24 months, and if paid within 14 days.

**X. Community Standards Compliance Update**

No items.

**XI. New Business**

None

**XII. Owners Comments (Time Permitting)**

None

**XIII. Next Scheduled Meeting**

Robert Patton stated that the next scheduled meeting is May 3, 2021 at 6:30 p.m. at this location.

**XIV. Adjournment**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0 the meeting was adjourned at 7:38 PM.



**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, May 3, 2021, at 6:30 p.m. in the main Oakleaf East POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Robert Patton	President
Rosemary Pack	Vice President
Earl Davis	Treasurer

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee
11 Guests	

**I. Call to Order**

Robert Patton called the meeting to order at 6:31 PM.

**II. Adoption of the Current Agenda**

On MOTION by Rosemary Pack, seconded by Earl Davis with all in favor 3-0, the Current Agenda was approved.

**Approval of the Minutes of the April 5, 2021, Meeting**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Minutes were approved.

**III. Unfinished Business**

Oakleaf West

**IV. Financial Update**

Kimberly Farrell (employee) provided update. 3/31/21 Financial Statements were presented. Annual Assessments numbers are as follows for 3/31/21:

2021 - 13 annual assessments accounts unpaid > \$6.00 (99.3877% paid) (6 in collections, 1 deceased, 3 in foreclosure/lis pendens)

21 accounts – estoppel/transfer fees, 2 accounts unpaid < \$6.00

**Send to collections the following accounts if not paid in full or arrangements made by 5/31/21**

1164 Bedrock Drive

3311 Highland Mill Lane

2978 Piedmont Manor Drive

529 Wakemont Drive

1068 Moosehead Drive

3036 Stonewood Way

1707 Canopy Oaks Drive

890 Thoroughbred Drive

2933 Piedmont Manor Drive

3055 Whispering Willow Way

3438 Laurel Leaf Drive



461 Clearview Court  
911 Trellis Trail  
2913 Thorncrest Drive  
3803 Cardinal Oaks Circle  
3209 Wandering Oaks Drive  
896 Wilmington Lane  
3523 Waterford Oaks Drive  
3455 Worthington Oaks Drive  
951 Musgrove Court  
548 Millhouse Lane  
1340 Akron Oaks Drive  
3039 Whispering Willow Way

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, above accounts not paid in full or arrangements made by 5/31/21 will be sent to collections.
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**V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC – April meetings 4/6/21 & 4/8/21. Next meetings 5/4/21 & 5/6/21.

ARB – 4/1/21, 4/15/21, 4/29/21, minutes are on the website. Next meetings 5/13/21 & 5/27/21.

Welcome Committee – No update

Festivities – No update

**VI. Homeowner Fines/Attorney Demand Recommendations**

BOD reviewed each property listed below for consideration. Properties have been inspected by JC within the last 24 hours to confirm the conditions still exist.

- 3803 Cardinal Oaks Circle – Vehicle parking
- 3444 Crane Hill Ct – Dead grass & weeding
- 1004 Moosehead Dr – Pressure wash driveway & sidewalks
- 825 Stallion Way – Weeds/grass in bed
- 837 Stallion Way - Pressure wash driveway & sidewalks
- 3511 Silver Bluff Blvd – Dead grass
- 922 Thoroughbred Dr – Dead grass & weeding
- 3553 Silver Bluff Blvd - Pressure wash driveway & sidewalks
- 987 Steeplechase Ln – Pressure wash home
- 4042 Pebble Brooke Circle – Paint home
- 3990 Pebble Brooke Circle - Pressure wash driveway & sidewalks
- 3346 Highland Mill Ln - Pressure wash driveway & sidewalks
- 2986 Piedmont Manor Dr – Dead grass & weeding
- 2958 Piedmont Manor Dr – Dead grass & weeding

2917 Thorncrest Dr – Dead grass & weeding  
3667 Oakworth Ct - Pressure wash driveway & sidewalks  
3663 Oakworth Ct – Paint home  
3078 Wandering Oaks Dr – Paint home  
3028 Whispering Willow Way – Dead grass & weeding  
1438 Canopy Oaks Dr – Paint home  
3413 Crane Hill Ct – Mowing, edging & weeding  
3056 Stonewood Way – Commercial Vehicle  
1105 Moosehead Dr – Mowing, edging & weeding  
3511 Waterford Oaks Dr – Weeds/grass in beds  
3661 Thousand Oaks Dr – Weeds/grass in beds  
3661 Thousand Oaks Dr – Pressure wash home  
1505 Cotton Clover Dr - Pressure wash driveway & sidewalks  
1448 Bitterberry Dr - Pressure wash driveway & sidewalks  
1360 Woodlawn Dr – Dead grass  
1197 Bedrock Dr - Pressure wash driveway & sidewalks

On MOTION by Robert Patton, seconded by Earl Davis with all in favor 3-0, of a \$1000.00 fine being levied against each of the properties listed above.

**VII. Mediation/Self-Help Recommendations**

None

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

None

**IX. Non-Collection of Fines**

Reduce Collectable Fines Amount to \$100:

3091 Wandering Oaks Drive – Disabled vehicle  
3091 Wandering Oaks Drive – Mow, edge, weed  
3401 Pebble Sand Lane – Pressure wash house  
4094 Pebble Brooke Circle – Dead grass & weeds  
1171 Bedrock Drive – Dead grass & weeds (homeowner to appear)  
650 Wakeview Drive – Dead grass & weeds  
530 Wakemont Drive – Commercial vehicle

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, to forego the collection of \$900 of the \$1000 fine subject to the violation not re-occurring within 24 months, and if paid within 14 days.

Reduce Collectable Fines Amount to \$50:

3072 Litchfield Drive - Paint garage

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, to forego the collection of \$950 of the \$1000 fine subject to the violation not re-occurring within 24 months, and if paid within 14 days.

880 Timberjack Court – Dead grass & weeds – Hold

695 Timbermill Lane – Commercial vehicle (tenant to appear) - Hold

**X. Community Standards Compliance Update**

No items.

**XI. New Business**

ARB auto-approve for:

Roofs for standard color shingles

Exterior painting original color scheme for the same house

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0 auto-approvals are allowed for roofs for standard color shingles and for exterior painting original color scheme for the same house.

**XII. Owners Comments (Time Permitting)**

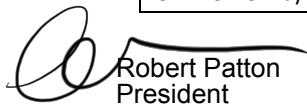
None

**XIII. Next Scheduled Meeting**

Robert Patton stated that the next scheduled meeting is June 7, 2021, at 6:30 p.m. at this location.

**XIV. Adjournment**

On MOTION by Robert Patton, seconded by Earl Davis with all in favor 3-0 the meeting was adjourned at 7:37 PM.

  
Robert Patton  
President

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, June 7, 2021, at 6:30 p.m. in the main Oakleaf East POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Robert Patton	President
Rosemary Pack	Vice President
Earl Davis	Treasurer

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee

7 Guests

**I. Call to Order**

Robert Patton called the meeting to order at 6:31 PM.

**II. Adoption of the Current Agenda**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Current Agenda was approved.

**Approval of the Minutes of the May 3, 2021, Meeting**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Minutes were approved.

**III. Unfinished Business**

None

**IV. Financial Update**

Kimberly Farrell (employee) provided update. Accounts Receivable are at \$58,548.91 made up of:

Annual Assessments \$1,765.32; \$1,170 in collections; \$65 going to collections; \$375 in foreclosure; \$125 deceased; \$30.32 AH4R

Late Fees & Interest \$1,112.32; \$778.62 in collections; \$28.92 going to collections; \$236.46 in foreclosure; \$68.32 deceased

Estoppel/Rush Fees \$8,850 all current

Legal Fees \$350 in collections

Work Orders \$410; \$130 in collections; \$185 in foreclosure; \$65 deceased

Fines \$46,061.27; \$6,278.62 in collections; \$14,047.09 going to collections; \$1,880 in foreclosure; Balance is < 90 days or payment arrangements have been made.

**Send to collections the following accounts if not paid in full or arrangements made by 6/30/21**

None

**V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC – April meetings 5/4/21 & 5/6/21. Next meetings 6/8/21 & 6/10/21.

**Appoint following member(s) to the current roster of the CEC Committee:**

Rachel Martorelli

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, Rachel Martorelli is appointed to the current roster to the CEC Committee.

ARB – May meetings 5/13/21, 5/27/21, minutes are on the website. Next meetings 6/10/21 & 6/24/21.

Welcome Committee – No update

Festivities – No update

#### **VI. Homeowner Fines/Attorney Demand Recommendations**

BOD reviewed each property listed below for consideration. Properties have been inspected by JC within the last 24 hours to confirm the conditions still exist.

1543 Cotton Clover Drive – Paint home

1404 Bitterberry Drive – Dead grass

1247 Bedrock Drive – Paint home

1080 Moosehead Drive – Pressure wash home

1080 Moosehead Drive – Pressure wash driveway & sidewalks

1122 Moosehead Drive – Pressure wash driveway & sidewalks

3951 Pebble Brooke Circle – Paint home

1408 Bitterberry Drive – Mowing, edging & weeding

1408 Bitterberry Drive – Pressure wash home

3444 Crane Hill Court – Pressure wash driveway & sidewalks

658 Southland Lane – Pressure wash driveway & sidewalks

3028 Whispering Willow Way – Holiday lights

3519 Laurel Leaf Drive – Dead grass & weeding

747 Wakemont Drive – Replace shingles

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, of a \$1000.00 fine being levied against each of the properties listed above.

#### **VII. Mediation/Self-Help Recommendations**

None

#### **VIII. Policy and Regulations Document Discussion/Adoption**

None

#### **IX. Non-Collection of Fines**

Reduce Collectable Fines Amount to \$100:

18311 – 691 Wakeview Drive – Dead grass – resod complete

80332 – 3429 Pebble Sand Lane – Dead grass & weeding – resod complete

18058 – 835 Timberjack Court – Dead grass – resod complete

18326 – 715 Wakeview Drive – Mow, edge & weed – complete

18326 – 715 Wakeview Drive – Pressure wash home – completed 10/15/19

80233 – 2978 Piedmont Manor Drive – Dead grass – resod complete

80048 – 529 Wakemont Drive – Dead grass – resod complete

80412 – 3500 Laurel Mill Drive – Fence in disrepair – new fence installed

16127 – 1707 Canopy Oaks Drive – Mow, edge & weed – complete

16726 – 3050 Whispering Willow Way – Paint home – will pressure wash and paint if still needed within 6 months

On MOTION by Robert Patton, seconded by Earl Davis with all in favor 3-0, to forego the collection of \$900 of the \$1000 fine subject to the violation not re-occurring within 24 months, and if paid within 14 days.

17064 – 3401 Pebble Sand Lane – Mowing, weeding and dead grass – Hold

17928 – 3610 Silver Bluff Blvd – Dead grass & weeding – resod complete

18119 – 880 Timberjack Court – Dead grass & weeds – Hold

80095 – 695 Timbermill Lane – Commercial vehicle (tenant to appear) - Hold

#### **X. Community Standards Compliance Update**

No items.

#### **XI. New Business**

Jennifer Creighton & Kimberly Farrell – Change of Salary to \$65,000 each to be split with Oakleaf Plantation West POA with their portion being 29.14% for a split of \$92,118/\$37,882.

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, Jennifer Creighton & Kimberly Farrell's salary to be changed to \$65,000 per year each to be split with Oakleaf Plantation West POA paying 30%.

To allow the Association to replace posts, mailboxes and/or numbers and charge to the owner once 3 violation letters have been sent and at least 60 days have elapsed since the first violation letter, charged at the current rate as homeowners that purchase these items.

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Association will replace mailboxes and/or numbers and charge to the owner once 2 violation letters have been sent and at least 60 days have elapsed since the first violation letter, charged at the current rate as homeowners that purchase these items.

Any fence that needs to be repaired or replaced, or any new fences, are required to use White Vinyl T&G 6' Privacy fence. Wood fences would no longer be permitted (amended pursuant to 11/1/21 BOD meeting).

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Association will no longer permit wood fences. Any application for a new fence or a fence that needs to be repaired or replaced will be required to use White Vinyl T&G 6' Privacy Fence.

#### **XII. Owners Comments (Time Permitting)**

None

#### **XIII. Next Scheduled Meeting**

Kimberly Farrell stated that the next scheduled meeting is August 2, 2021, at 6:30 p.m. at this location.

#### **XIV. Adjournment**

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor 3-0 the meeting was adjourned at 8:00 PM.



Robert Patton - President

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, August 2, 2021, at 6:30 p.m. in the Oakleaf POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Robert Patton	President
Rosemary Pack	Vice President
Earl Davis	Treasurer

Also present were:

Kimberly Farrell	Employee
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4 Guests

**I. Call to Order**

Robert Patton called the meeting to order at 6:31 PM.

**II. Adoption of the Current Agenda**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Current Agenda was approved.

**Approval of the Minutes of the June 7, Meeting**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Minutes were approved.

**III. Unfinished Business**

None

**IV. Financial Update**

Kimberly Farrell (employee) provided update. Accounts Receivable are at \$55,280.07 made up of:

Annual Assessments \$1,805.00	Late Fees & Interest \$793.80
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Estoppel/Rush Fees \$9,275.00	Legal Fees \$350
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Work Orders \$380.00	Fines \$42,616.27
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Mailboxes \$60.00

**Send to collections the following accounts if not paid in full or arrangements made by 6/30/21**

None

**V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC –Next meetings 9/21, 9,23

ARB- Next meetings 9/2, 9/16, 9/30

Welcome Committee – No update

Festivities – No update

**VI. Homeowner Fines/Attorney Demand Recommendations**

BOD reviewed each property listed below for consideration. Properties have been inspected by JC within the last 24 hours to confirm the conditions still exist.

883 Wilmington Lane - Paint Home

3088 Litchfield Drive - Dead Grass

3183 Stonebrier Ridge Drive - Paint Home

3149 Stonebrier Ridge Drive - Trash Cans

2854 Pebblewood Lane - Dead Grass

2805 Pebblewood Lane - Dead Grass

2978 Piedmont Manor Drive - Paint Home

3820 Pebble Brooke Circle - Paint Home

427 Hearthside Court - Dead Grass

403 Hearthside Court - Paint Home

898 Thoroughbred Drive - Dead Grass & Weeding

3553 Silver Bluff Blvd - General Maintenance - Window Trim Rotting

3504 Laurel Mill Drive - Paint Home

3520 Laurel Mill Drive - Fence

3834 Pebble Brooke Circle - Paint Home

3112 Hearthstone Lane - Commercial Vehicle

1300 Akron Oaks Drive - Pressure Wash Driveway & Sidewalks

3496 Waterford Oaks Drive - Pressure Wash Driveway & Sidewalks

3496 Waterford Oaks Drive - Mowing, Edging & Weeding

3440 Crane Hill Court - Paint Home

3024 Whispering Willow Way - Mowing, Edging & Weeding

1083 Autumn Tree Lane - Paint Home

749 Bellshire Drive - Pressure Wash Home

741 Bellshire Drive - Pressure Wash Home

3628 Oakworth Court - Dead Grass

719 Bellshire Drive - Pressure Wash Driveway & Sidewalks

712 Bellshire Drive - Pressure Wash Home

663 Southland Lane - Dead Grass

3072 Litchfield Drive - Weeds/Grass in Beds

721 Wakemont Drive - Paint Home

1949 Woodworth Drive - Dead Plants/Bushes

1949 Woodworth Drive - Pressure Wash Fence

3215 Stonebrier Ridge Drive - Pressure Wash Driveway & Sidewalks

2928 Thorncrest Drive - Dead Grass

2928 Thorncrest Drive - Weeds/Grass in Beds

3002 Thorncrest Drive - Pressure Wash Home

3052 Stonewood Way - Paint Home



On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, of a \$1000.00 fine being levied against each of the properties listed above.

**VII. Mediation/Self-Help Recommendations**

None

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

None

**IX. Non-Collection of Fines**

None

**X. Community Standards Compliance Update**

No items.

**XI. New Business**

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**XII. Owners Comments (Time Permitting)**

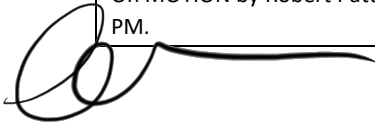
None

**XIII. Next Scheduled Meeting**

Kimberly Farrell stated that the next scheduled meeting is September 13, 2021, at 6:30 p.m. at this location.

**XIV. Adjournment**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0 the meeting was adjourned at 8:14 PM.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, September 13, 2021, at 6:30 p.m. in the Oakleaf POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Robert Patton	President
Rosemary Pack	Vice President

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee

2 Guests

**I. Call to Order**

Robert Patton called the meeting to order at 6:31 PM.

**II. Adoption of the Current Agenda**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Current Agenda was approved.
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**Approval of the Minutes of the August 2, Meeting**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Minutes were approved.
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**III. Unfinished Business**

None

**IV. Financial Update as of 7/31/21**

Kimberly Farrell (employee) provided update.

Bank Accounts - \$376,253.84

Accounts Receivable are at \$48,737.39 made up of:

Annual Assessments \$1,806.08	Late Fees & Interest \$989.40
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Estoppel/Rush Fees \$11,385.00	Legal Fees \$350.00
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Work Orders \$1,545.95	Fines \$38,501.83
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Prepaid Assessments (\$5,840.87)

**Send to collections the following accounts if not paid in full or arrangements made by 9/30/21**

None

**V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC –Next meetings 9/21, 9/23

ARB- Next meetings 9/16, 9/30

**Appoint following member(s) to the current roster of the ARB Committee:**

Jason Baucoms

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0,.

Welcome Committee – No update

Festivities – No update

**VI. Homeowner Fines/Attorney Demand Recommendations**

BOD reviewed each property listed below for consideration. Properties have been inspected by JC within the last 24 hours to confirm the conditions still exist.

920 Waverly Bluff Court - Replace Fence-disrepair

1408 Bitterberry Drive - Pressure wash driveway & sidewalks

1408 Bitterberry Drive - Paint home

3108 Litchfield Drive - Pressure wash driveway & sidewalks

900 Wilmington Lane - Commercial Vehicle

683 Wakeview Drive - Paint home

701 Skipping Stone Way – Dead grass

426 Hearthside Court - Trash can visible

3141 Hearthstone Lane - Weeds/grass in bed

3117 Hearthstone Lane - Pressure wash home

498 Millstone Drive - Pressure wash home

3263 Millpond Court - Fence

3360 Highland Mill Lane - Trash can visible

3657 Silver Bluff Blvd - Weeds/grass in bed

3528 Silver Bluff Blvd - Pressure wash driveway & sidewalks

3528 Silver Bluff Blvd - Weeds/grass in bed

3519 Silver Bluff Blvd - Dead grass and weeds

3811 Cardinal Oaks Circle - Weeds/grass in bed

3527 Waterford Oaks Drive - Weeding

3468 Waterford Oaks Drive - Paint Home

3496 Waterford Oaks Drive - Prune Shrubs

3103 Wandering Oaks Drive - Pressure Wash home

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, of a \$1000.00 fine being levied against each of the properties listed above.

**VII. Mediation/Self-Help Recommendations**

None

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

None

**IX. Non-Collection of Fines**

Reduce Collectable Fines Amount to \$100:

17928 – 3610 Silver Bluff Blvd – Dead grass & weeding – resod complete

On MOTION by Rosemary Pack, seconded by Robert Patton, with all in favor 3-0, to forego the collection of \$900 of the \$1000 fine subject to the violation not re-occurring within 24 months, and if paid within 14 days.

17064 – 3401 Pebble Sand Lane – Mowing, weeding and dead grass – Hold

18119 – 880 Timberjack Court – Dead grass & weeds – Hold

**X. Community Standards Compliance Update**

No items.

**XI. New Business**

None

**XII. Owners Comments (Time Permitting)**

None

**XIII. Next Scheduled Meeting**

Kimberly Farrell stated that the next scheduled meeting is October 4, at 6:30 p.m. at this location.

**XIV. Adjournment**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0 the meeting was adjourned at 7:39 PM.



**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, October 4, 2021, at 6:30 p.m. in the Oakleaf POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Robert Patton	President
Rosemary Pack	Vice President
Earl Davis	Secretary/Treasurer

Also present were:

Jennifer Creighton	Employee
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1 Guest

**I. Call to Order**

Robert Patton called the meeting to order at 6:32PM.

**II. Adoption of the Current Agenda**

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor 3-0, the Current Agenda was approved.
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**Approval of the Minutes of the September 13, Meeting**

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor 3-0, the Minutes were approved.
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**III. Unfinished Business**

None

**IV. Financial Update as of 8/31/21**

Kimberly Farrell (employee) provided update.

Bank Accounts - \$380,627.65

Accounts Receivable are at \$46,964.53 made up of:

Annual Assessments \$1,561.08	Late Fees & Interest \$863.50
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Estoppel/Rush Fees \$9,860.00	Legal Fees \$350.00
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Work Orders \$3,423.59	Fines \$36,484.23
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Prepaid Assessments (\$5,577.87)

**Send to collections the following accounts if not paid in full or arrangements made by 9/30/21**

None

**V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC –Next meeting(s) 10/11

ARB- Next meeting(s) 10/7, 10/21

Welcome Committee – No update

Festivities – Possible individual block parties

#### **VI. Homeowner Fines/Attorney Demand Recommendations**

BOD reviewed each property listed below for consideration. Properties have been inspected by JC within the last 24 hours to confirm the conditions still exist.

- 1164 Bedrock Drive - ROW/driveway work
- 1566 Canopy Oaks Drive - Trash cans visible
- 3079 Wandering Oaks Drive - ROW/driveway work
- 712 Timbermill Lane - Weeds/grass in beds
- 3132 Hearthstone Lane - Dead grass & weeding
- 3452 Worthington Oaks Drive - Pressure wash home
- 543 Longmill Lane - Pressure wash home
- 327 Brier Rose Lane - Paint home
- 392 Brierstone Court - Sodding/resodding
- 968 Steeplechase Lane - Paint home
- 3549 Silver Bluff Blvd - Pressure wash home
- 3549 Silver Bluff Blvd - Weeds/grass in beds

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, of a \$1000.00 fine being levied against each of the properties listed above.

#### **VII. Mediation/Self-Help Recommendations**

None

#### **VIII. Policy and Regulations Document Discussion/Adoption**

None

#### **IX. Non-Collection of Fines**

Reduce Collectable Fines Amount to \$100:

None

17064 – 3401 Pebble Sand Lane – Mowing, weeding and dead grass – Hold

18119 – 880 Timberjack Court – Dead grass & weeds – Hold

#### **X. Community Standards Compliance Update**

No items.

#### **XI. New Business**

Move bank accounts from VyStar Credit Union to Suntrust/Truist bank:

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor 3-0, to move the Association bank accounts from VyStar Credit Union to Suntrust/Truist Bank.

Robert Patton, President and Kimberly Farrell, employee, will be authorized signers on new bank accounts opened at Suntrust/Truist bank:

On MOTION by Rosemary Pack seconded by Robert Patton with all in favor 3-0, Robert Patton, President and Kimberly Farrell, employee will be authorized signers on the bank accounts opened at Suntrust/Truist bank.

**XII. Owners Comments (Time Permitting)**

None

**XIII. Next Scheduled Meeting**

Kimberly Farrell stated that the next scheduled meeting is October 4, at 6:30 p.m. at this location.

**XIV. Adjournment**

On MOTION by Rosemary Pack seconded by Robert Patton with all in favor 3-0 the meeting was adjourned at 7:47 PM.

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

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The regular meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, November 1, 2021, at 6:30 p.m. in the Oakleaf POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Robert Patton	President
Rosemary Pack	Vice President
Earl Davis	Secretary/Treasurer

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee

11 Guests

**I. Call to Order**

Robert Patton called the meeting to order at 6:32 PM.

**II. Adoption of the Current Agenda**

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, the Current Agenda was approved.
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**Approval of the Minutes of the October 4, 2021 Meeting**

On MOTION by Rosemary Pack, seconded by Robert Patton with all in favor 3-0, the Minutes were approved.
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**III. Unfinished Business**

None

**IV. Financial Update**

**As of 9/30/21**

Kimberly Farrell (employee) provided update.

Bank Accounts - \$367,252.54

**As of 10/31/21**

Accounts Receivable are at \$56,063.95 made up of:

Annual Assessments \$1,191.08 (8)	Late Fees & Interest \$714.32
Estoppel/Rush Fees \$10,500.00	Legal Fees \$350.00
Work Orders \$899.00	Fines \$46,296.15
Reimbursements (OLW) \$3,968.79	Prepaid Assessments (\$7,855.39)

**Send to collections the following accounts if not paid in full or arrangements made by 11/30/21**

None



## **V. Committee Discussions (CEC, ARB, Welcome, Festivities)**

CEC –Next meeting(s) 11/9/21

ARB- Next meeting(s) 11/11/21, 12/9/21

Welcome Committee – No update

Festivities – No update

## **VI. Homeowner Fines/Attorney Demand Recommendations**

BOD reviewed each property listed below for consideration. Properties have been inspected by JC within the last 24 hours to confirm the conditions still exist.

- 658 Southland Lane - Trash cans visible
- 640 Longcrest Lane - Pressure wash driveway & sidewalks
- 3057 Litchfield Drive - Pressure wash driveway
- 880 Timberjack Court - Paint home
- 971 Drakewood Drive - Trash cans visible
- 3082 Hawksmore Drive - Trash cans visible
- 2833 Pebblewood Lane - Dead grass & weeds
- 2994 Piedmont Manor Drive - Dead grass
- 548 Millhouse Lane - Paint home
- 3075 Williamsburg Court - Fence in disrepair
- 3208 Timbertrail Court - Parking in unauthorized area
- 3518 Pebble Stone Court - Trash cans visible
- 4011 Pebble Brooke Circle - Dead grass
- 1404 Bitterberry Drive - Trash cans visible
- 1023 Moosehead Drive - Pressure wash driveway
- 3850 Cardinal Oaks Circle - Pressure wash home
- 3671 Thousand Oaks Drive - Paint home

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, of a \$1,000.00 fine being levied against each of the properties listed above.
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## **VII. Mediation/Self-Help Recommendations**

461 Clearview Court

## **VIII. Policy and Regulations Document Discussion/Adoption**

None

## **IX. Non-Collection of Fines**

Reduce Collectable Fines Amount to \$100:

None

17064 – 3401 Pebble Sand Lane – Mowing, weeding and dead grass – Hold

18119 – 880 Timberjack Court – Dead grass & weeds – Hold

## **X. Community Standards Compliance Update**

No items.

## **XI. New Business**

Move to amend the June 7, 2021 BOD Meeting Minutes to correct omission regarding wood fences:

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, to amend the June 7, 2021 BOD Meeting Minutes to correct omission regarding wood fences.

Move to file litigation against the owner of 461 Clearview Court, Orange Park, FL 32065 for failure to cure violations (see attached Resolution); Discussion;

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, that the Association authorize Ansbacher Law to file litigation against the owner of 461 Clearview Court, Orange Park, FL 32065, for failure to cure the following covenant violation(s): Failure to pressure wash home (or repaint as needed), failure to pressure wash driveway, improper storage of equipment, failure to repair or replace dead grass and remove weeds from the lawn, which all constitute violations of Section 5.16 (Maintenance of Lots and Limited Common Areas) of the Declaration of Covenants and Restrictions for Oakleaf Village at Oakleaf Plantation Residential Lots, which is recorded in the Official Records of Clay County at Book 2098, Page 0433, upon the terms set forth in the signed general matters engagement letter with Ansbacher Law.

Discussion to an employee to take over ARB compliance at a salary of \$65,000/year; Move to hire Robert Patton for position.

On MOTION by Rosemary Pack, seconded by Earl Davis, Robert Patton abstained, with all in favor 2-0, to hire Robert Patton for ARB compliance upon resignation of Board position effective 11/1/21 at 11:59 PM.

Move to appoint Shaunah Esteves to Board of Directors upon resignation of Robert Patton:

On MOTION by Robert Patton, seconded by Rosemary Pack with all in favor 3-0, to appoint Shaunah Esteves to Board of Directors upon resignation of Robert Patton.

## **XII. Owners Comments (Time Permitting)**

## **XIII. Next Scheduled Meeting**

Kimberly Farrell stated that the next scheduled meeting is the Annual Meeting on December 1, at 6:30 p.m. the Plantation Oaks Grand Banquet Ballroom, 845 Oakleaf Plantation Parkway, Orange Park, FL 32065.

## **XIV. Adjournment**

On MOTION by Robert Patton seconded by Rosemary Pack with all in favor 3-0 the meeting was adjourned at 8:33 PM.

  
Robert Patton  
President

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

A meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Monday, November 8, 2021, at 5:00 p.m. in the Oakleaf POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Present and constituting a quorum were:

Shaunah Esteves	President
Rosemary Pack	Vice President
Earl Davis	Secretary/Treasurer

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee

0 Guests

**I. Call to Order**

Rosemary Pack called the meeting to order at 5:00 PM.

**II. Adoption of the Current Agenda**

On MOTION by Rosemary Pack, seconded by Shaunah Esteves with all in favor 3-0, the Current Agenda was approved.

**III. Unfinished Business**

None

**IV. Homeowner Fines/Attorney Demand Recommendations**

BOD reviewed each property listed below for consideration. Properties have been inspected by JC within the last 24 hours to confirm the conditions still exist.

- 3829 Cardinal Oaks Circle – Removal of Oak Trees w/out approval

On MOTION by Rosemary Pack, seconded by Shaunah Esteves with all in favor 3-0, of a \$1,000.00 fine being levied against each of the properties listed above.

**V. New Business**

Discussion of Board Positions. Results:

President – Shaunah Esteves
Vice President – Rosemary Pack
Secretary/Treasurer – Earl Davis

**XII. Owners Comments (Time Permitting)**

None

**XIV. Adjournment**

On MOTION by Shaunah Esteves seconded by Rosemary Pack with all in favor 3-0 the meeting was adjourned at 6:02 PM.

**MINUTES OF ANNUAL MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

The annual meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA was held Wednesday, December 1, 2021, at 6:30 p.m. at the Plantation Oaks Grand Banquet Room located at 845 Oakleaf Plantation Parkway, Orange Park, FL 32065.

Present and constituting a quorum were:

Shaunah Esteves	President
Rosemary Pack	Vice President
Earl Davis	Secretary/Treasurer

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee
Robert Patton	Employee
Hannah Rullo	Ansbacher Law

44 Homeowners

**I. Call to Order**

Shaunah Esteves called the meeting to order at 6:37 PM.

**II. Owners Comments (Time Permitting)**

Barbara Tolliver – 339 Brier Rose Lane – Where are association documents, ie CCR’s, Bylaws, etc.

Catherine Hatfield – 3545 Silver Bluff Blvd – Do we have an outside management company, as that is what is floating around.

Keith Davis – 3187 Stonebrier Ridge Drive – Would like some type of documentation of to do’s and not to do’s

Elizabeth Vogel – 1383 Bitterberry Drive – What is allowed as far as decoration of mailboxes

Tyrone Dobbs – 1329 Akron Oaks Drive – What time frame are/should emails be returned

Kenniston Crane – 663 Timbermill Lane – Where is the association office

William Hiromoto – 1170 Bedrock Drive – Can the HOA do anything about cars parking on the street

Jeff Givens – 716 Timbermill Lane – Is there any rules about the number of people in a home

**III. Adoption of the Current Agenda**

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, the Current Agenda was approved.
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**IV. Approval of Prior Meeting(s) Minutes**

Approval of November 1, 2021 BOD Meeting Minutes

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, the 11/1/2021 Minutes were approved.
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Approval of November 8, 2021 BOD Meeting Minutes

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, the 11/8/2021 Minutes were approved.
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**V. Verify Notice & Establish a Quorum**

Quorum was not present.

**VI. Board of Directors Election**

Quorum was not present to be able to hold an election of Board members. Current Board members will carry over.

Shaunah Esteves – President

Rosemary Pack – Vice President

Secretary/Treasurer – Earl Davis

**VII. Financial Update**

2022 Proposed Budget Review & Discussion

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0, the 2022 proposed budget was approved.

**VIII. Prize Drawings**

\$100 Gift Card – Teresa Simon, 1924 Holly Oak Drive

\$200 Gift Card – Valencia Pinkston, 3191 Stonebrier Ridge Drive

**IX. Owners Comments (Time Permitting)**

Deborah Pascoe – 3405 Crane Hill Court – Late ARB requests


John Tolliver – 339 Brier Rose Lane – Is there still an Oakleaf newsletter

**X. Next Scheduled Meeting**

Kimberly Farrell stated that the next scheduled meeting is Monday, January 10, 2022 at 6:30 p.m. at the Association office, 518 Hollyberry Lane, #108, Orange Park, FL 32065.

**XI. Adjournment**

On MOTION by Shaunah Esteves, seconded by Rosemary Pack with all in favor 3-0 the meeting was adjourned at 7:34 PM.

  
[SHAUNAH L. ESTEVES \(Jan 13, 2022 19:32 EST\)](#)  
Shaunah Esteves, President