

Oakleaf Plantation West Property Association, Inc.

Board of Directors Meeting

April 8, 2021 @ 7:00PM

518 Hollyberry Lane Ste 108

Orange Park, Florida 32065

1. Meeting called to order at 7:00 pm with Rachel Martorelli and Shiela Kerr in attendance.
2. **Accept resignation of Lindsey Houston.** We appreciate the donation of her time to serve the community.

3. **Adoption of the Current Agenda**

Motion made by RM, Seconded by SK, unanimous vote in favor of adoption.

4. **Adoption of February BOD Minutes**

Motion made by RM, seconded by SK, unanimous vote in favor of adoption as written.

5. **Financial update**

6. **Discussion of using a shared POA office accommodating both the East and West POA.**

518 Hollyberry Lane
Ste 108
Orange Park, Florida 32065

7. **Shade Tree/Required Oak Trees**

Motion to allow the ARB Committee to approve additional tree varieties to meet the "Shade Tree" landscaping requirements, if the following conditions are met:

1. Applicant's lot currently has the correct number of required Oak trees.
2. The proposed tree meets the Shade Tree requirements in the governing documents.
3. The proposed tree is found in Clay County's Approved Plant List – Table 2, which details a list of acceptable trees:

<https://www.claycountygov.com/Home/ShowDocument?id=1272>

** The ARB Committee can still use its discretion in approving or denying requests for specific tree varieties and planting locations.

4. Additionally, if the correct number of required Oak trees are not present on any lot, the Committee will consider requests for alternate planting locations on the property.

Motion made by RM, seconded by SK, Unanimous vote in favor of adding the above to the Architectural Guidelines for West POA.

8. **Spring Community Newsletter** – Release Date TBD. Part of the newsletter will include notification of an upcoming landscaping inspection audit. Lots with existing non-shade tree(s) in the front yard should submit an ARB Request with proof of tree elsewhere on the lot to come into compliance as well as a photo and information on the mature tree to ensure it will meet shade tree requirement at maturity. The tree must be established for least 2 years, burden on proof of the duration is on the resident, not the ARB to determine. Exceptions may be granted for existing shade trees that will not be approved in the future. Lots that are missing the required number of oak trees will be notified of non-compliance with information of how to resolve the violation. To re-enforce our community fence standards, the newsletter will contain information about West POA's fencing guidelines.

9. **Approval to send Notice of Default to Property Management Systems, Inc.**

A motion was made and adopted for Property Management Systems, Inc be given 30 days' notice for defaulting on Article 4, Section 3 of the contract.

Motion by RM, Seconded by SK, unanimous in favor of motion.

10. **Adjourn 7:49PM**

**RESOLUTION OF THE BOARD OF DIRECTORS OF
OAKLEAF PLANTATION WEST PROPERTY OWNERS' ASSOCIATION, INC.**

A meeting of the Board of Directors of Oakleaf Plantation West Property Owners' Association, Inc. ("Association") was held on MAY 20, 2021 at 7:00 a.m./p.m. at 518 Hollyberry Ln Ste 108 ORANGE PARK FL 32065.

A quorum of the Board of Directors was present, and the Secretary or Community Association Manager for the Association confirmed that the meeting was duly and properly noticed.

Rachel Martorelli moved that the Association adopt the following policy as to authority to request legal services from Ansbacher Law and incur associated expenses:

Legal Service	Persons Authorized to Initiate Legal Service
Instant Attorney Guidance⁺	Association President, Community Association Manager, or Board by Majority Vote
Preliminary Attorney Response⁺	Association President, Community Association Manager, or Board by Majority Vote
Limited Opinion Letter⁺	Board by Majority Vote
Formal Opinion Letter⁺	Board by Majority Vote
Contract Preparation or Review not to exceed \$1,000 per instance.	Community Association Manager with concurrence of President
Initial Response to Claim or Lawsuit Against Association (Limited to actions necessary to protect Association's interest until a meeting of Board of Directors can be held.)	Association President, Community Association Manager
Collection Practices in Accordance with Approved Collections Policy	Community Association Manager
All Other Legal Services	Board by Majority Vote

+Refer to Ansbacher Law description of services.


Said motion was seconded by Shields Kerr.

After full discussion, the resolution was approved by a vote of 2 to 0 of the directors present at the meeting.

CERTIFICATION

The above resolution was duly adopted by the Association on the date above mentioned.

[corporate seal]

X 

Corporate Secretary

**RESOLUTION OF THE BOARD OF DIRECTORS OF
OAKLEAF PLANTATION WEST PROPERTY OWNERS' ASSOCIATION, INC.**

A meeting of the Board of Directors of Oakleaf Plantation West Property Owners' Association, Inc. ("Association") was held on May 20, 2021 at ___:00 a.m./p.m. at 518 Hollyberry Lane.

A quorum of the Board of Directors was present, and the Secretary or Community Association Manager for the Association confirmed that the meeting was duly and properly noticed.

Rachel Martorelli moved that the Association engage Ansbacher Law for the legal representation of the Association upon the terms set forth in the attached proposed engagement letter, and that the President, ~~or any other officer~~, sign the engagement letter on behalf of the Association.

Said motion was seconded by ~~(Sue)~~ Shiela Kerr.

After full discussion, the resolution was approved by a vote of 2 to 0 of the directors present at the meeting.

Rachel Martorelli

Name

President

Title

**RESOLUTION OF THE BOARD OF DIRECTORS OF
OAKLEAF PLANTATION WEST PROPERTY OWNERS' ASSOCIATION, INC.**

A meeting of the Board of Directors of Oakleaf Plantation West Property Owners Association, Inc. ("Association") was held on MAY 20, 2021 at 7:00 a.m./p.m.

at

518 Hollyberry W. Ste 108 ORANGE PARK FL 32065

A quorum of the Board of Directors was present, and the Secretary or Community Association Manager for the Association confirmed that the meeting was duly and properly noticed.

There was discussion regarding the desire to engage a new law firm to assist the Association with the collection of delinquent accounts and to adopt a new collection policy for the law firm and Association's community association management firm to enforce.

I. Collection Policy

The following motion was made by Rachel Martorelli and seconded by Shirley Kerr:

RESOLVED, that the Association adopt the following collection policy:

- **First notice:** On or about Dec 1 of each year the community association management firm shall mail all owners of record an invoice for the Association's assessment in an amount determined from the new year's approved budget. The invoice will clearly state all payments are due on the 1 day of [each month / January, April, July, and October / January and July] and will be considered late if not received by 30 days after its due date.
- **Second notice:** All accounts delinquent by more than 30 days shall be mailed a second notice by the community association management firm. The second notice, absent notice of bankruptcy, shall include any late fees, interest and collection fees in accordance with applicable law, the Association's governing documents and the contract between the Association and the community association management firm.
- **Third and final notice:** All accounts delinquent by more than 60 days shall be mailed a final notice by the community association management firm warning of the consequences of failure to pay. The final notice shall include any late fees, interest and collection fees in accordance with applicable law, the Association's governing documents and the contract between the Association and the community association management firm. The final

notice, absent notice of bankruptcy, shall be sent no later than 170 days after an account is delinquent.

- Forward for collections: All accounts that remain delinquent by more than 90 days will be forwarded to the Association's collection firm with instructions to begin the collections process.

After full discussion, the resolution was approved by a vote of _____ to _____ of the directors present at the meeting.

II. Engagement of Ansbacher Law & Authorization to Assist with Collection

The following motion was made by Rachel Martorelli and seconded by Sheila Kerr:

RESOLVED, that the Association engage Ansbacher Law to represent the Association with respect to delinquent accounts and mortgage foreclosures upon the terms outlined in Ansbacher Law's engagement letter and that the Association instruct Ansbacher Law to proceed in accordance with the attached "Instructions to Counsel."

FURTHER RESOLVED, that the President be authorized to execute the engagement letter with Ansbacher Law which shall be appended to these minutes.

FURTHER RESOLVED, that every officer of the Association, and each and every officer of the Association and each licensed community association manager employed the Association is authorized to act as an agent for the Association with respect to the collection of delinquent accounts and without limiting the generality of the preceding, said appointees are specifically authorized to perform the following acts on behalf of the Association in accordance with the collection policy adopted by the Association, as may be amended from time to time:

- Prepare and issue estoppel letters to homeowners, upon request, detailing the amounts due if any on any unit and charge fees to maximum allowed by law;
- Provide Ansbacher Law with information regarding the activity on the account, current balances, anticipated assessment and anticipated special assessments for Ansbacher Law to use in preparation of an Attorney Response to homeowners who request information to ascertain the outstanding amounts due to effect a closing or other transaction;
- Engage Ansbacher Law on behalf of the Association to collect delinquent accounts, including the institution of legal action;

- Execute a *Claim of Lien* on behalf of the Association for any delinquent account;
- Execute a *Release of Claim of Lien* on behalf of the Association where a *Claim of Lien* is filed in error, or upon payment of the amounts due the Association paid on behalf of the owners of the unit upon which the lien is filed;
- Compromise the amount due the Association upon the recommendation of the Association's attorneys (i) where appropriate on account of disputed obligations due to safe harbor or subordination, or (ii) with respect to nominal amounts due (\$25 or less), interest, late fees or administrative fees provided that any such compromises be reported to the board of directors no later than the first board meeting which is 30 days or more after the event; and
- Execute *Verification of a Complaint, Affidavit of Amounts Due (Proof of Claim)*, and such other affidavits and documents as the attorneys for the Association may request in order to pursue legal action to collect delinquent accounts.

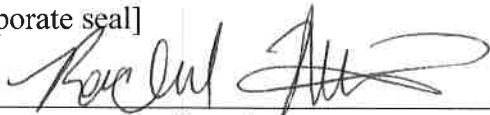
After full discussion, the resolution was approved by a vote of 2 to 0 of the directors present at the meeting.

CERTIFICATION

The above resolution was duly adopted by the Association on the date above mentioned.

[corporate seal]

X



Corporate Secretary

Exhibit to Resolution
ASSOCIATION COLLECTION INSTRUCTIONS TO COUNSEL

Association: Oakleaf Plantation West Property Owners' Association, Inc.

1. Standard Collection.

Collect all accounts from notice of intent to lien, filing of the claim of lien, and notice of intent to foreclose.

2. Foreclosure of Claim of Lien.

Foreclose all accounts not paid within time specified in Intent to Foreclose letter except do not proceed if first mortgage is already in foreclosure unless it appears that first mortgage foreclosure action is not being actively pursued.

3. Defense of Mortgage Foreclosure and Post-Foreclosure Collection.

Answer all complaints and request judgment verbiage to protect Association's lien position.

Proceed with post-foreclosure collection on all delinquent accounts if payment is not received within thirty days after title is issued and seek collection of the maximum amount permitted under current law.

**Note that the Association's current subordination language may require compromise or elimination of claims. Ansbacher Law is authorized to settle the claim for the amount due after application of applicable subordination without further instruction.*

4. Bankruptcy.

File a Proof of Claim in owner bankruptcy proceeding when Association learns that a deadline to file claims has been set by the Bankruptcy Court.

Contest bankruptcy action to strip Association lien only where public records searches suggest the Association's interest is secured under Bankruptcy Code.

5. Assignment of Rents.

Initiate Assignment of Rent Procedures when furnished with evidence that the home is being leased or owner's mailing address is not the same as property address. Take no further action unless occupancy is confirmed.

6. Payments.

Accept payment plans in your discretion provided all plans require all payments to be paid in full within 12 months of entry into the payment plan agreement.

Accept a payment as payment in full and disburse funds to the Association provided no more than \$25.00 in interest or late fees are waived.

**Note that all funds must be held in trust with Ansbacher Law until an account is brought current. Any payments made directly to the Association should be forwarded to our office. Any lockbox payments will need to be reversed and payment forwarded to Ansbacher Law. Partial payments will be credited through Ansbacher Law and distributed to the Association when the account is closed.*

7. Credit Card Processing.

Accept credit card payments and charge the Homeowner, only if a Homeowner is paying by credit card, a minimum convenience fee of \$25 in addition to the balance due. For large payments, the Homeowner will be charged the full processing fee (approx 2-5% of the amount paid).

8. Estoppel Requests.

While an account is placed with the Firm, respond to estoppel requests and charge the requesting party the appropriate fee pursuant to Ansbacher Law's current fee schedule.

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

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

Present and constituting a quorum were: Rachel Martorelli and Shiela Kerr

Rachel Martorelli	President
Shiela Kerr	Vice-President
Open	Secretary/Treasurer

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee
3 guests	

I. Call to Order

Rachel Martorelli called the meeting to order at 6:32 PM.

II. Adoption of the Current Agenda

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, the Current Agenda was approved.

Approval of the Minutes of the April 8, 2021, Meeting

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, the Minutes were approved.

III. Unfinished Business

IV. Financial Update

Rachel Martorelli provided update. At end of month of May \$187,846.00 in total. Picking up turnover tomorrow.

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

CEC – Next possible meeting September

ARB – Next meetings 6/10 & 6/24

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, for Oakleaf west to adopt the current ARB members.

VI. Homeowner Fines/Attorney Demand Recommendations

None

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

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to reallocate \$1500 from landscaping budget to signs for Yard of the Month, Halloween, and Holiday.

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to exercise self help in mailbox replacement after sending 2 notices offering the homeowner a total of 60 days to replace the mailbox.

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to adopt a policy for no more trash can enclosures. The current in closures are permitted until in disrepair.

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, for Oakleaf West to adopt Oakleaf East color schemes.

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, for Oakleaf West to remove the auto approval of like for like exterior paint requests.

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, for Oakleaf west to adopt the policy to auto approve any exterior paint requests of a 100% original Oakleaf East color scheme.

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, for Oakleaf West to adopt the gray color scheme when available..

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, for Oakleaf West to adopt the Oakleaf East late ARB policy with \$150 fee.

XII. Owners Comments (Time Permitting)

None

XIII. Next Scheduled Meeting

Rachel Martorelli stated that the next scheduled meeting is August 2, at 6:30 p.m. at this location.

XIV. Adjournment

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0 the meeting was adjourned at 8:01 PM.

Rachel Martorelli

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

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

Present and constituting a quorum were: Rachel Martorelli and Shiela Kerr

Rachel Martorelli	President
Shiela Kerr	Vice President
	Secretary/Treasurer

Also present were:

Kimberly Farrell	Employee
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I. Call to Order

Rachel Martorelli called the meeting to order at 6:31 PM.

II. Adoption of the Current Agenda

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, the Current Agenda was approved.

Approval of the Minutes of the June 7, 2021, Meeting

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, the Minutes were approved.

III. Unfinished Business

IV. Financial Update

Kimberly Farrell provided update. At end of month of June the bank account balances totaled \$192,703.14 in total.

Aged Owner Balance \$31,766.27

Prepaid Assessments \$8,754.87

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

CEC – Next possible meeting September

ARB – Next meetings 8/5/21, 8/19/21, 9/2/21

VI. Homeowner Fines/Attorney Demand Recommendations

605 Inwood Court- 3 pergolas, wooden fence

3864 Westridge Drive- party 7/4, damage to property

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, of a \$1000.00 fine levied against each of the properties listed above.

VII. Mediation/Self-Help Recommendations

None

VIII. Policy and Regulations Document Discussion/Adoption

IX. Non-Collection of Fines

None

X. Community Standards Compliance Update

No items.

XI. New Business

Security- Ryan Ellis- see something, say something

Board authorizes President to respond to lawsuits and negotiate legal demands and mediations

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to allow the President to respond to lawsuits, and negotiate legal demands and mediation.

XII. Owners Comments (Time Permitting)

Owners commented on dilapidated vehicle without registration

XIII. Next Scheduled Meeting

Rachel Martorelli stated that the next scheduled meeting is September 13, at 6:30 p.m. at this location.

XIV. Adjournment

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0 the meeting was adjourned at 8:14PM.

Rachel Martorelli

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

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

Present and constituting a quorum were: Rachel Martorelli and Shiela Kerr

Rachel Martorelli President
Shiela Kerr Vice President, Secretary/Treasurer

Also present were:
Kimberly Farrell Employee
Jennifer Creighton Employee

Guests:
Guillermo Ramos Jr

I. Call to Order

Rachel Martorelli called the meeting to order at 6:31 PM.

II. Adoption of the Current Agenda

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, the Current Agenda was approved.

Approval of the Minutes of the August 2, 2021, Meeting

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to remove the allowable alternate tree list from the August 2nd minutes.

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, the Minutes were approved.

III. Unfinished Business

IV. Financial Update as of 7/31/21

Kimberly Farrell (employee) provided update.

Bank Accounts - \$187,971.05

Accounts Receivable are at \$19,510.70 made up of:

Annual Assessments \$4,861.66	Chapter 13 \$2,769.74	Fines \$990.00
Late Fees & Interest \$1,165.77	Attorney Fees \$4,965.94	Attorney Collection Letters \$1,481.62
Legal \$200.24	Intent to Lien \$175.00	Lien Processing \$263.65
Certified Mail \$33.59	Estoppel Fees \$7,000.00	Transfer Fees \$1,000
Prepaid Assessments (\$5,396.51)		

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

CEC – 9/15, next possible meeting October

ARB – Next meetings 9/16, 9/30

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

Jason Baucom

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to appoint Jason Baucom to the ARB Committee.

VI. Homeowner Fines/Attorney Demand Recommendations

3763 Timberline Dr - Repair garage door
3763 Timberline Dr - Paint home
3763 Timberline Dr - Pressure wash driveway and sidewalks
1016 Otter Creek Dr - Sodding
927 Otter Creek Dr - Sodding
923 Otter Creek Dr - Weeds/grass in beds
923 Otter Creek Dr - Sodding
917 Otter Creek Dr - Weeds/grass in beds
906 Otter Creek Dr - Sodding
3655 Middlebrook Dr - Pressure wash driveway and sidewalks
782 Mosswood Chase St - Pressure wash driveway and sidewalks
3518 Old Village Dr - Pressure wash driveway and sidewalks

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, of a \$1000.00 fine levied against each of the properties listed above.

VII. Mediation/Self-Help Recommendations

None

VIII. Policy and Regulations Document Discussion/Adoption

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, of adopting the revised alternate tree list

IX. Non-Collection of Fines

None

X. Community Standards Compliance Update

No items.

XI. New Business

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to subsidize replacement cost of required Oak trees in the amount of \$200 and approving Pat's Nursery as approved vendor.

XII. Owners Comments (Time Permitting)

XIII. Next Scheduled Meeting

Rachel Martorelli stated that the next scheduled meeting is October 4th, at 6:30 p.m. at this location.

XIV. Adjournment

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0 the meeting was adjourned at 7:49PM.

Rachel Martorelli

RESOLUTION OF THE BOARD OF DIRECTORS OF OAKLEAF PLANTATION WEST PROPERTY OWNERS
ASSOCIATION, INC.

(Required Oak Tree Amnesty Program)

A meeting of the Board of Directors of Oakleaf Planation West Property Owners Association, Inc. was held on September 13, 2021, at 6:30 PM.

A quorum of the Board of Directors was present, and the Secretary for the Association confirmed that the meeting was duly and properly noticed.

Rachel Martorelli moved that the Association subsidize the replacement cost in the amount of \$200.00 for any required oak tree which has been identified as missing by the Association. This program expires on Sept 12, 2022. Any subsidy payment will be paid directly to the approved vendor once the Association has been presented with an invoice reflecting the name and address of any owner who has paid in full for their replacement tree(s).

Currently, Pat's Nursery is the only approved vendor due to the following reasons:

1. Pat's agreed to reduce their price of these required 4" caliper oak trees.
2. Pat's has demonstrated their ability to reliably provide healthy and well-formed oaks.
3. Pat's has shown an ability to properly plant and stake the oak tree for Oakleaf owners as well as provide a guarantee provided that the tree is "watered-in" properly according to the care instructions provided by Pat's.

Said motion was seconded by Sheila Kerr.

After a full discussion, the resolution was approved by a 2-0 vote of the directors present at the meeting.

Certification

The above resolution was duly adopted by the Association on the date above mentioned.

x Rachel Martorelli September 13, 2021

Rachel Martorelli - President

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

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

Present and constituting a quorum were: Rachel Martorelli and Shiela Kerr

Rachel Martorelli President
Shiela Kerr Vice President, Secretary/Treasurer

Also present were:

Jennifer Creighton Employee

Rm

Guests: None

I. Call to Order

Rachel Martorelli called the meeting to order at 6:49 PM.

II. Adoption of the Current Agenda

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, the Current Agenda was approved.

Approval of the Minutes of the September 13, 2021, Meeting

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, the Minutes were approved.

III. Unfinished Business

Yard sign design in by Monday October 11.

IV. Financial Update as of 8/31/21

Kimberly Farrell (employee) provided update.

Bank Accounts - \$188,892.99

Accounts Receivable are at \$18,677.03 made up of:

Annual Assessments \$4,691.66	Chapter 13 \$2,667.42	Fines \$1,590.00
Late Fees & Interest \$1,219.40	Attorney Fees \$4,044.98	Attorney Collection Letters \$1,481.62
Legal \$200.24	Intent to Lien \$175.00	Lien Processing \$263.65
Certified Mail \$33.59	Estoppel Fees \$7,115.00	Transfer Fees \$625.00

Prepaid Assessments (\$5,430.53)

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

CEC – 10/6

ARB – 10/14, 10/28

Appoint Harold Davis to CEC.

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to appoint Harold Davis to the CEC.

VI. Homeowner Fines/Attorney Demand Recommendations

- ~~3786 Pondview sodding~~
- 3936 Leatherwood- Pressure washing driveway/sidewalks
- 3329 Horseshoe Trail- Pressure washing driveway/sidewalks
- 3084 Tower Oaks- Pressure washing driveway/sidewalks
- 3478 Live Oak Hollow- weeds/grass in beds
- 3684 Blue Wing- sodding
- 3671 Blue Wing- pressure wash home
- 779 Turkey Point- sodding
- ~~538 Chestwood Chase sodding~~
- 3705 Mill View- pressure wash driveway/sidewalks
- 3705 Mill View- paint home
- 923 Otter Creek- edging
- 3844 Westridge- pressure wash driveway/sidewalks
- 3925 Leatherwood- pressure wash driveway/sidewalks
- 3913 Leatherwood- sodding
- ~~3953 Leatherwood sodding~~

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, of a \$1000.00 fine levied against each of the properties listed above.

VII. Mediation/Self-Help Recommendations

None

VIII. Policy and Regulations Document Discussion/Adoption

IX. Non-Collection of Fines

None

X. Community Standards Compliance Update

No items.

XI. New Business

Appoint Bill Strunz to the open Board of Directors position

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to appoint Bill Strunz to the open Board of Directors position.

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

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, to move the Association bank accounts from VyStar Credit Union to Suntrust/ Truist Bank.

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

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, President and Kimberly Farrell, employee will be authorized singers on the bank accounts opened at Suntrust/ Truist Bank.

XII. Owners Comments (Time Permitting)

XIII. Next Scheduled Meeting

Rachel Martorelli stated that the next scheduled meeting is November 1st, 2021, at 6:30 p.m. at this location.

XIV. Adjournment

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0 the meeting was adjourned at 7:25PM.

Signature: *Rachel Martorelli*

Email: rfmartorelli@gmail.com

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

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

Present and constituting a quorum were: Rachel Martorelli, Shiela Kerr, and Bill Strunz

Rachel Martorelli President
Shiela Kerr Vice President, Secretary/Treasurer
Bill Strunz

Also present were:

Jennifer Creighton Employee
Kimberly Farrell Employee

Guests: 3

I. Call to Order

Rachel Martorelli called the meeting to order at 6:32 p.m..

II. Adoption of the Current Agenda

On MOTION by Rachel Martorelli, seconded by Bill Strunz with all in favor 3-0, the Current Agenda was approved.

Approval of the Minutes of the October 4, 2021, Meeting

On MOTION by Rachel Martorelli, seconded by Bill Strunz with all in favor 3-0, the Minutes were approved.

III. Unfinished Business

None

IV. Financial Update as of 9/30/21

Kimberly Farrell (employee) provided update.

Bank Accounts \$186,905.58 Undeposited Funds \$200.00

Accounts Receivable are at \$24,109.24 made up of:

Annual Assessments \$4,521.66	Chapter 13 \$2,565.10	Fines \$2,974.89
Late Fees & Interest \$1,282.15	Attorney Fees \$3,554.98	Attorney Collection Letters \$1,481.62
Legal \$200.24	Intent to Lien \$125.00	Lien Processing \$263.65
Certified Mail \$24.95	Estoppel Fees \$6,615.00	Transfer Fees \$500.00
Prepaid Assessments (\$5,529.42)		

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

CEC – Next meeting(s) 11/8/21

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

Appoint Martina Harris and William Jameson to the CEC committee

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 3-0, to appoint Martina Harris to the CEC.

On MOTION by Rachel Martorelli, seconded by Bill Strunz with all in favor 3-0, to appoint William Jameson to the CEC.

VI. Homeowner Fines/Attorney Demand Recommendations

- 3786 Pondview- sodding
- 3953 Leatherwood- sodding
- 3953 Leatherwood- trash
- 3028 Tower Oaks Dr- commercial vehicle
- 3925 Leatherwood Dr- paint home
- 3829 Hidden view- fence
- 3864 Westridge Dr- paint home
- 4027 Leatherwood Dr- sodding
- 3672 Middlebrook Dr- trailer
- 3557 Old Village Dr- paint home
- 3558 Old Village Dr- dead plants/bushes
- 3913 Deertree Hills Dr- trash cans
- 725 Chestwood Chase Dr- tree removal
- 3675 Blue Wing Court- pressure wash home
- 3671 Blue Wing Court- trash cans
- 3595 Live Oak Hollow Dr- weeds/grass in beds
- 3578 Live Oak Hollow Dr- paint home
- 538 Chestwood Chase- sodding
- 3763 Timberline- weeds in beds
- 3080 Tower Oaks- fence

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 3-0, of a \$1000.00 fine levied against each of the properties listed above.

VII. Mediation/Self-Help Recommendations

None

VIII. Policy and Regulations Document Discussion/Adoption

IX. Non-Collection of Fines

None

X. Community Standards Compliance Update

No items.

XI. New Business

Holiday and Yard of the Month signs were approved and will be ready for holiday

XII. Owners Comments (Time Permitting)

XIII. Next Scheduled Meeting

Kimberly Farrell stated that the next scheduled meeting is Monday, January 10th at 6:30 p.m. at this location and the annual meeting is scheduled for Thursday, December 2nd at 6:30 p.m. the Plantation Oaks Grand Banquet Ballroom, 845 Oakleaf Plantation Parkway, Orange Park, FL 32065.

XIV. Adjournment

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0 the meeting was adjourned at 8:32 p.m..

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

The annual meeting of the Board of Directors of the Oakleaf Plantation West Property Owners Association, Inc. dba Oakleaf East POA was held Thursday, December 2, 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:

Rachel Martorelli	President
Shiela Kerr	Vice President
Bill Strunz	Secretary/Treasurer

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee
Robert Patton	Employee
Christene Ertl	Ansbacher Law

14 Homeowners

I. Call to Order

Rachel Martorelli called the meeting to order at 6:35 PM.

II. Owners Comments (Time Permitting)

Terra Jenkins 3671 Middlebrook Dr – concerns about cars in round-about

Henry Toney 798 Mosswood Chase St – concerns about parking

III. Adoption of the Current Agenda

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 3-0, the Current Agenda was approved.

IV. Approval of Prior Meeting(s) Minutes

Approval of November 1, 2021 BOD Meeting Minutes

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 3-0, the 11/1/2021 Minutes were approved.

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.

President – Rachel Martorelli

Vice President – Shiela Kerr

Secretary/Treasurer - Bill Strunz

VII. Financial Update

2022 Proposed Budget Review & Discussion

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 3-0, the 2022 proposed budget was approved.

VIII. Prize Drawings

Various Gifts

\$100 Gift Card

\$200 Gift Card – Dennis Sullivan, 851 Songbird Dr

IX. Owners Comments (Time Permitting)

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 Rachel Martorelli, seconded by Shiela Kerr with all in favor 3-0 the meeting was adjourned at 7:06 PM.

Rachel Martorelli

Rachel Martorelli, President