

**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 12, 2022, at 6:00 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

Also present were:

Robert Patton ARB Coordinator
Jennifer Creighton Compliance Manager

Guests: 0

I. Call to Order

Rachel Martorelli called the meeting to order at 6:30PM.

II. Owners Comments

III. 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.

IV. Unfinished Business and Adoption of the prior meetings minutes

Unfinished business – none

Approval of the Minutes of the June 6th, 2022, Board of Directors Meeting

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

V. Financial Update

None

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

CEC – Next meeting(s) TBD

ARB – Next meeting(s) 9/15, 9/29

VII. Homeowner Fines/Attorney Demand Recommendations

- 3945 Deertree Hills Dr Paint home
- 867 Songbird Dr Paint home
- 898 Misty Oak St Architectural-paint
- 3691 Blue Wing Ct Pressure wash driveway and sidewalks
- 1017 Deer View Ln Tree Removal
- 898 Misty Oak St Pressure wash driveway and sidewalks
- 3534 Old Village Dr Architectural- roof
- 648 Acorn Chase Dr Paint home
- 641 Acorn Chase Dr Pressure wash driveway and sidewalks
- 3008 Tower Oaks Dr Paint home
- 3675 Blue Wing Ct Paint home
- 3675 Blue Wing Ct Pressure wash driveway and sidewalks
- 795 Turkey Point Dr Pressure wash driveway and sidewalks
- 713 Turkey Point Commercial Vehicle
- 3679 Blue Wing Court Boat

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0, of a \$1,000.00 fine levied against each of the properties listed above.

VIII. Mediation/Self-Help Recommendations

None

IX. Policy and Regulations Document Discussion/Adoption

Collections Policy

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0 the collections policy has been adopted.

X. Discussion/Changes to Bylaws

None

XI. Community Standards Compliance Update

None

XII. New Business

None

XIII. Owners Comments (Time Permitting)

XIV. Next Scheduled Meeting

Rachel Martorelli stated that the next scheduled meeting is Monday, October 3rd, 2022, at 6:30 p.m. at this location (Association Office – 518 Hollyberry Ln, Suite 108, Orange Park, FL 32065).

XV. Adjournment

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 2-0 the meeting was adjourned at 7:30PM.

Oakleaf West POA Assessment Collections Policy

1. Introduction and stated goals

The goal of the Assessment Collection's Policy is to clearly define the Association's collection procedures, timeframe, and criteria for forwarding delinquent accounts to the Association's attorneys for additional action.

2. Background: Assessments

The Association's Assessments are levied together annually in accordance with Article VI of the Declaration of Covenants and Restrictions for Oakleaf Plantation West and are hereafter referred to as the Association's Annual Assessment.

3. Association's Annual Assessments

The Association's Annual Assessment Collection Policy will be administered as follows:

a. **First Notice:** On or about the first week of December the Association will mail all owners of record an invoice for the Association's Annual Assessment. The amount will be calculated based on the coming year's approved budget. The invoice will clearly state that all payments are due January 1st and **will be considered late** on January 15 (15 days from due date per Master Declaration Section 6.5). This invoice will also reflect any outstanding balance due the Association prior to the Association's Annual Assessment notice.

b. **Final Notice:** All accounts which have not been paid by January 15th are considered *late* and will be mailed a final notice on or about Feb 1. The final notice will reflect the addition of a \$25.00 and any interest owed on the unpaid balance at the highest allowable rate allowed per FL 720.

c. **Forward for Collections:** All accounts that remain unpaid will be presented at the next Board meeting for approval for the unpaid accounts be moved to the Association's attorneys for further collection efforts.

5. Owner's Responsibilities

All owners are responsible for paying outstanding Assessments. Once Assessments are forwarded for collections, owners may be responsible for additional costs associated with the collections process, via the Association's attorneys.