

**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 12, 2022, 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:

Shaunah Esteves President
Matthew Cantwell Vice President

Also present were:

Robert Patton ARB Coordinator
Jennifer Creighton Compliance Manager

Guests: 3

I. Call to Order

Shaunah Esteves called the meeting to order at 6:30PM.

II. Owners Comments

III. Adoption of the Current Agenda

On MOTION by Shaunah Esteves, seconded by Matthew Cantwell with all in favor 2-0, the Current Agenda was approved.

IV. Unfinished Business

Unfinished business – none

Approval of the Minutes of the August 1st, 2022 Meeting

On MOTION by Shaunah Esteves, seconded by Matthew Cantwell 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) 10/10

ARB- Next meeting(s) 9/15, 9/29

Welcome Committee – No update

Festivities – No update

VII. 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.

- 3205 Wandering Oaks Drive Sodding
- 3205 Wandering Oaks Drive Weeds in beds
- 3943 Pebble Brooke Circle Pressure wash driveway and sidewalks
- 4095 Pebble Brooke Circle Paint home
- 3529 Pebble Stone Court Sodding
- 988 Steeplechase Lane Architectural-landscaping
- 921 Thoroughbred Drive Weeding
- 3803 Cardinal Oaks Circle Commercial vehicle
- 3496 Waterford Oaks Drive Mowing, Edging, Weeding
- 3894 Pebble Brooke Circle Pressure wash driveway and sidewalks
- 979 Steeplechase Lane Dead grass
- 988 Steeplechase Lane Sodding
- 987 Steeplechase Lane Dead grass
- 921 Thoroughbred Drive Pressure wash driveway and sidewalks

On MOTION by Shaunah Esteves, seconded by Matthew Cantwell with all in favor 2-0, of a \$1,000.00 fine being 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 Shaunah Esteves, seconded by Matthew Cantwell with all in favor 2-0, of adopting the collections policy.

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

Shaunah Esteves stated that the next scheduled meeting is 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 Shaunah Esteves, seconded by Matthew Cantwell with all in favor 2-0 the meeting was adjourned at 7:30PM.

Oakleaf East 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 V of the Declaration of Covenants and Restrictions for OakLeaf Village at Oakleaf Plantation 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 5.5). 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.