

1/10/22

**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, January 10, 2022, 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: Shiela Kerr, and Bill Strunz

Shiela Kerr	Vice President
Bill Strunz	Secretary/Treasurer

Also present were:

Kimberly Farrell	Employee
Robert Patton	Employee

Guests: 3

**I. Call to Order**

Shiela Kerr called the meeting to order at 7:00 p.m..

**II. Adoption of the Current Agenda**

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

**Approval of the Minutes of the December 2, 2021 Annual Meeting**

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

**III. Unfinished Business**

None

**IV. Financial Update as of 11/30/21**

Kimberly Farrell (employee) provided update.

Bank Accounts \$170,462.95	Undeposited Funds \$143.92
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Accounts Receivable are at \$24,931.35 made up of:

Annual Assessments \$4,186.57	Chapter 13 \$2,360.46	Fines \$4,955.00
Late Fees & Interest \$1,607.72	Attorney Fees \$2,242.76	
Legal \$200.24	Intent to Lien \$125.00	Lien Processing \$263.65
Certified Mail \$24.95	Estoppel Fees \$8,715.00	Transfer Fees \$500.00
Prepaid Assessments (\$6,352.44)		

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

CEC – Next meeting(s) 2/21/22

ARB – Next meeting(s) 1/20/22, 2/3/22

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

- 3925 Leatherwood Dr - Pressure wash driveway and sidewalks
- 934 Otter Creek Dr - Fence
- 3763 Timberline Dr - Prune shrubs
- 3507 Old Village Dr - Trash cans visible
- 3615 Old Village Dr - Trash cans visible

- 3844 Westridge Dr - Pressure wash driveway and sidewalks
- 3780 Timberline Dr - Paint home
- 3840 Westridge Dr - Pressure wash driveway and sidewalks
- 3522 Old Village Dr - Sodding
- 864 Songbird Dr - Sodding
- 864 Songbird Dr - Weeds/grass in beds
- 625 Chestwood Chase Dr - Weeds/grass in beds
- 620 Chestwood Chase Dr - Paint home
- 705 Turkey Point Dr - Sodding
- 3296 Horseshoe Trail Dr - Paint home
- 3008 Tower Oaks Dr - Pressure wash driveway and sidewalks
- 3184 Tower Oaks Dr - Pressure wash driveway and sidewalks
- 3202 Tower Oaks Dr - Sodding
- 3834 Hidden View Dr - Sodding
- 905 Otter Creek Dr - Sodding
- 3788 Timberline Dr - Sodding
- 3788 Timberline Dr - Weeds/grass in beds
- 3522 Old Village Dr - Pressure wash driveway and sidewalks
- 3839 Westridge Dr - Paint home

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

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

None

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

Oakleaf West POA Assessment Collections Policy presented

Summary: Annual Assessments – First mailing will go out in December after the annual meeting and the budget is approved; Second mailing will go out the beginning of February reflecting a \$25 late fee and interest; Third and final notice will go out the beginning of March, which is a 30 Day Notice of Late Assessment as required by FS 720, then may be sent to collections after the 30 days have passed.

On MOTION by Shiela Kerr, seconded by Bill Strunz with all in favor 2-0, that the Assessment Collection Policy presented be adopted.

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

None

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

None

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

None

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

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

Kimberly Farrell stated that the next scheduled meeting is February 7, 2022, at 6:30 p.m. at this location (Association Office – 518 Hollyberry Ln, Suite 108, Orange Park, FL 32065)

#### **XIV. Adjournment**

On MOTION by Shiela Kerr, seconded by Bill Strunz with all in favor 2-0 the meeting was adjourned at 8:50 p.m..

**Signature:** *Rachel Martorelli*

**Email:** rfmartorelli@gmail.com






# 2022.01.10 BOD Meeting Minutes (W)

Final Audit Report

2022-03-15

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