

2/7/2022

**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, February 7, 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: Rachel Martorelli, Shiela Kerr, and Bill Strunz

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

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee
Robert Patton	Employee

Guests: 1

I. Call to Order

Rachel Martorelli called the meeting to order at 7:05 PM.

II. Owners Comments

III. 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 January 10, 2022 Board of Directors Meeting

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

IV. Unfinished Business

None

V. Financial Update as of 12/31/21

Kimberly Farrell (employee) provided update.

Bank Accounts \$196,755.65 Undeposited Funds \$2,756.25

Accounts Receivable are at \$31,747.85 made up of:

Annual Assessments \$3,831.57 Chapter 13 \$2,258.14 Fines \$14,432.04

Late Fees & Interest \$1,400.56 Attorney Fees \$1,568.26 Late ARB Fines \$365.00

Legal \$200.24 Intent to Lien \$75.00 Lien Processing \$53.65

Certified Mail \$16.31 Estoppel Fees \$7,172.08 Transfer Fees \$375.00

Prepaid Assessments \$38,221.92

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

CEC – Next meeting(s) 2/21/22

ARB – Next meeting(s) 2/17/22, 3/3/22

VII. Homeowner Fines/Attorney Demand Recommendations

- 1004 Otter Creek Dr - Replace fence
- 3762 Timberline Dr - Replace fence
- 3671 Middlebrook Dr - Paint home
- 3844 Westridge Dr - Weeds/grass in beds
- 3859 Westridge Dr - Pressure wash driveway and sidewalks
- 3822 Westridge Dr - Architectural- ROW work
- 3933 Deertree Hills Dr - Pressure wash driveway and sidewalks
- 3353 Horseshoe Trail Dr - Pressure wash home
- 3325 Horseshoe Trail Dr - Architectural- exterior painting
- 3830 Hidden View Dr - Paint home
- 3754 Timberline Dr - Pressure wash fence
- 3729 Old Hickory Ln - Architectural- ROW work
- 807 Mosswood Chase St - Paint home

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 3-0, 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

Rachel Martorelli would like to meet with CCSO to dictate hours and activity

ARB Meetings – what to do if there is a tie, no majority

On MOTION by Rachel Martorelli, seconded by Bill Strunz with all in favor 3-0, to adopt a standard operating procedure to require a majority vote to approve an ARB request. If majority is not reached the request will be declined until a variance is submitted or a settlement agreement is executed.

Legal demand letters

On MOTION by Rachel Martorelli, seconded by Bill Strunz with all in favor 3-0, to allow the President to initiate and sign a legal demand on behalf of the Association.

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 Monday, March 7th at 6:30 p.m. at this location (Association Office – 518 Hollyberry Ln, Suite 108, Orange Park, FL 32065).

XIV. Adjournment

On MOTION by Rachel Martorelli, seconded by Shiela Kerr with all in favor 3-0 the meeting was adjourned at 7:24 PM.

Signature: *Rachel Martorelli*

Email: rfmartorelli@gmail.com






2022.02.07 BOD Meeting Minutes (W)

Final Audit Report

2022-03-15

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