

**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, February 7, 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
Rosemary Pack	Vice President
Earl Davis	Secretary/Treasurer

Also present were:

Kimberly Farrell	Employee
Jennifer Creighton	Employee
Robert Patton	Employee

4 Guests

I. Call to Order

Shaunah Esteves called the meeting to order at 6:34 PM.

II. Owners Comments

III. Adoption of the Current Agenda

On MOTION by Shaunah Esteves, seconded by Earl Davis with all in favor 2-0, the Current Agenda was approved.
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Approval of the Minutes of the January 10, 2022 Board of Directors Meeting

On MOTION by Shaunah Esteves, seconded by Earl Davis with all in favor 2-0, the Minutes were approved.
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IV. Unfinished Business

Estoppels question emailed to Ansbacher Law – waiting on an answer

V. Financial Update

As of 12/31/21

Kimberly Farrell (employee) provided update.

Bank Accounts - \$412,803.78

As of 12/31/21

Accounts Receivable are at \$65,660.57 made up of:

Annual Assessments \$1,191.08 (8)	Late Fees & Interest \$749.96
Estoppel/Rush Fees \$8,375.00	Legal Fees \$350.00
Work Orders \$1,229.00	Fines \$47,943.24
Reimbursements (OLW) \$5,822.29	Prepaid Assessments (\$89,556.40)

Send to collections the following accounts if not paid in full or arrangements made by 2/28/22

None

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

CEC –Next meeting(s) 2/8/22

ARB- Next meeting(s) 2/17/22, 3/3/22

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.

- 3994 Pebble Brooke Circle - Paint home
- 850 Stallion Way - Pressure wash home
- 323 Brier Rose Lane - Paint home
- 741 Bellshire Drive - Paint home
- 667 Southland Lane - Pressure wash driveway and sidewalks
- 616 Longcrest Lane - Weeds/grass in bed
- 3535 Waterford Oaks Drive - Paint home
- 3480 Waterford Oaks Drive - Pressure wash driveway and sidewalks
- 3019 Whispering Willow Way - Pressure wash driveway and sidewalks
- 3227 Wandering Oaks Drive - Paint home
- 683 Southland Lane - Trailer parking
- 3845 Cardinal Oaks Circle - Replace fence
- 4051 Pebble Brooke Circle - Pressure wash driveway and sidewalks
- 4051 Pebble Brooke Circle - Weeds/grass in beds
- 800 Stallion Way - Paint home

On MOTION by Shaunah Esteves, seconded by Earl Davis 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

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

On MOTION by Shaunah Esteves, seconded by Earl Davis with all in favor 2-0, 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 Shaunah Esteves, seconded by Earl Davis with all in favor 2-0, to allow the President to initiate and sign a legal demand on behalf of the Association.

X. Community Standards Compliance Update

No items.

XI. New Business

3034 Whispering Willow Way - \$1,000 fine was levied for dead grass at the 4/5/21 BOD meeting, imposed at the 5/4/21 CEC meeting. On 4/27/21 Jennifer noted in the account that the homeowner was overseas and wouldn't be back until October, but had it scheduled to be taken care of over the summer. CEC committee imposed the fine anyway. Homeowner came into the office recently to find out why the fine was imposed, after communication. Would like the for the fine to be reconsidered, as he was overseas from Oct 2020 – Oct 2021 and did not have anyone monitoring his mail and did not have email sometimes for 3 months.

On MOTION by Shaunah Esteves, seconded by Earl Davis with all in favor 2-0, the BOD is going to send this back to the CEC committee for re-consideration.

XII. Owners Comments (Time Permitting)

XIII. Next Scheduled Meeting

Kimberly Farrell stated that the next scheduled meeting is March 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 Shaunah Esteves, seconded by Earl Davis with all in favor 2-0 the meeting was adjourned at 7:04 PM.

Shaunah Esteves



Shaunah esteves (Apr 4, 2022 18:32 EDT)

President, Oakleaf East POA