

**MINUTES OF MEETING  
OAKLEAF PLANTATION PROPERTY OWNERS' ASSOCIATION, INC.**

A meeting of the Board of Directors of the Oakleaf Plantation Property Owners Association, Inc. dba Oakleaf East POA, was held Monday, November 7, 2022, at 4:00 p.m. in the Oakleaf POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Homeowners in Attendance:

La-Kay Cicero                                  950 Musgrove Ct

Employees Present:

Robert Patton - ARB Coordinator  
Jennifer Creighton - Compliance Manager  
Stephanie Primm - Administrative Asst.

**I. Call to Order**

- Shaunah Esteves called the meeting to order at 4:11pm, with 2 members present for quorum- Shaunah Esteves, President and Matthew Cantwell, Vice President.

**II. Owners Comments**

- None

**III. Adoption of the Current Agenda**

- Matthew Cantwell motioned to adopt the agenda for this meeting, 11/7/2022, as written. Seconded by Shaunah Esteves, no discussion. All in favor, motion passed.

**IV. Unfinished Business and adoption of prior meeting minutes**

1. Unfinished business – none
2. Approval of the Minutes- October 3rd, 2022, BOD Meeting
  - Shaunah Esteves motioned to accept the minutes as written for the 10/3/2022 BOD meeting. Seconded by Matt Cantwell, no discussion. All in favor, motion passed.

**V. Financial Update**

- Shaunah Esteves presented a financial summary for review by board members.

**VI. 2023 Budget Review**

- Shaunah Esteves motioned to adopt the 2023 proposed budget as presented. Seconded by Matthew Cantwell. Discussion. All in favor, motion passed.

**VII. Committee Discussions (CEC, ARB, Welcome)**

1. CEC –Next meeting: 11/14/22
2. ARB- Next meeting(s): 11/10/22, 12/1/22
3. Welcome Committee – Rachel Martorelli discussed resuming Welcome Committee activities for East and West

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

1. The Board reviewed each property listed below for consideration to send to the CEC. Properties were inspected by Jennifer Creighton within the last 24 hours prior to the meeting to confirm the conditions still exist.

• 3943 Pebble Brooke Cir	Pressure Wash Driveway & Sidewalks- tabled
• 443 Hearthside Court	Weeds/Grass in beds
• 3171 Stonebrier Ridge Dr	Paint Home
• 3141 Stonebrier Ridge Dr	Sodding/Resodding
• 530 Wakemont Dr	Sodding/Resodding
• 3236 Wandering Oaks Dr	Trailer
• 3196 Wandering Oaks Dr	Painted Driveway
• 3155 Wandering Oaks Dr	Sodding/Resodding
• 3028 Whispering Willow Way	Sodding/Resodding
• 1428 Canopy Oaks Dr	Sodding/Resodding
• 435 Hearthside Court	Sodding/Resodding
• 3798 Cardinal Oaks Cir	Pressure Wash Driveway & Sidewalks
• 3798 Cardinal Oaks Cir	Pressure Wash Fence
• 3566 Waterford Oaks Dr	Pressure Wash Driveway & Sidewalks

- Shaunah Esteves motioned to send these properties to the CEC for discussion and levy of fines. Seconded by Matthew Cantwell, no discussion. All in favor, motion passed.

**IX. Mediation/Self-Help Recommendations**

- None

**X. Community Standards Compliance Update**

- None

**XI. New Business**

1. Transfer of Assets
  - Shaunah Esteves motioned to transfer assets and banking procedures from Truist Bank to VyStar Credit Union. Seconded by Matthew Cantwell, discussion. All in favor, motion passed.
2. Yard of the month program
  - Shaunah Esteves motioned to add the yard of the month program to the East. Seconded by Matthew Cantwell, discussion. All in favor, motion passed.

**XII. Owners Comments (Time Permitting- limited to 3 minutes)**

- None

**XIII. Adjournment**

- Next meeting- 2022 Annual Meeting- 12.8.2022 @ 6:30pm  
Location: Plantation Oaks Grand Banquet Room 845 Oakleaf Plantation Parkway, Orange Park, FL 32065
- Matthew Cantwell motioned to adjourn the meeting at 4:48pm. Seconded by Shaunah Esteves, no discussion. All in favor, meeting adjourned.