

Board Meeting Minutes Oakleaf Plantation West Property Owners Association, Inc.

The meeting of the Board of Directors of the Oakleaf Plantation West Property Owners Association, Inc. was held Wednesday, November 15th, 2023, at 6:30 p.m. at the Plantation Oaks Grand Banquet Room located at 845 Oakleaf Plantation Parkway, Orange Park, FL 32065.

Board Members Present:

Shiela Kerr- President
Bill Strunz- Vice President/Treasurer

Employees Present:

Robert Patton – Secretary West POA, ARB Coordinator
Jennifer Creighton – Compliance Manager
Morgan Artis – Administrative Assistant

Also in Attendance:

Christene Ertl - Fisher-Tousey Association Counsel

Homeowners in Attendance: 17 Owners Signed In

I. Call to Order

- Shiela Kerr called the meeting of the Board of Directors of the Oakleaf Plantation West Property Owner's Association to order at 6:30 pm, on Wednesday, November 15, 2023. Board members in attendance for quorum were Shiela Kerr and Bill Strunz.

II. Owner Comments

- Owners made comments

III. Review and Adoption of 2024 Budget

- Shiela Kerr made a motion to adopt the 2024 budget as proposed. Seconded by Bill Strunz, no discussion. All in favor, motion passed.

IV. Next Scheduled Meeting

- The next scheduled Board of Directors Meeting will in January 2024 at the POA office.

V. Adjournment

- Prize drawings will be conducted by Jennifer Creighton and Morgan Artis immediately following the end of the next meeting.
- Shiela Kerr made a motion to adjourn the meeting at 6:45pm. Seconded by Bill Strunz, no discussion. All in favor, meeting adjourned.



Robert Patton - Secretary

OAKLEAF PLANTATION WEST PROPOSED BUDGET 2024

EXPENSES

SHARED EXPENSES

Accounting	\$101.24
Corporate Report	\$61.25
Insurance (D&O)	\$2,200.00
Insurance (General Liability)	\$1,400.00
Office Supplies	\$873.00
Payroll Expenses	\$3,895.00
Legal Fees	\$750.00
Collections	\$1,000.00
Security	\$22,000.00
Meeting Expenses	\$48.00

SINGLE FAMILY AREA EXPENSES

Accounting & Tax Preperation	\$1,645.00
Association Operation/Office Expenses	\$14,550.00
Auto Expenses	\$2,200.00
Bank Charges	\$1,100.00
CC&R Enforcement	\$6,000.00
Collections	\$1,000.00
Dues & Subscriptions	\$1,000.00
Equipment Rental	\$1,200.00
Hospitality/Welcome/Homeowner Relations	\$1,800.00
Internet Expenses	\$1,200.00
Legal Fees	\$7,500.00
Meeting Expenses	\$752.00
Payroll Expenses	\$64,925.00
Rents	\$13,000.00
Repairs & Maintenance	\$250.00
Signage	\$2,500.00
Telephone Expenses	\$1,300.00
Website	\$3,000.00
TOTAL EXPENSES	\$157,250.49

INCOME

BASE ASSESSMENTS

**ASSESSMENT
EQUIVALENT**

UNITS

855 Single Family Lots	16.27
204 Hamilton Glenn SF Lots	
873 Multi-Family	
55 Mixed Use (Church)	

2024 AE

**2024
PROPOSED
ANNUAL
BUDGET**

AREA ASSESSMENTS

Late Fee Income	\$1,342.00
Estoppel Income	\$28,322.00
Rush Fees	\$4,213.00
Transfer Fees	\$12,500.00
Interest Assessed	\$750.00
Covenant Enforcement Fines	\$14,657.00
	\$61,784.00

TOTAL INCOME

\$166,897.56


Robert Patton - Secretary