

**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 Friday, January 6, 2023, at 3:30 p.m. in the Oakleaf POA Office located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Homeowners in Attendance:

Kitty & Jon Lane 3152 Hearthstone Lane- commented on Violations
Iranese Gede 3950 Pebble Brooke Circle- commented on Violations

Employees Present:

Jennifer Creighton - Compliance Manager
Stephanie Primm - Administrative Asst.

- I. Call to Order
 - Shaunah Esteves called the meeting to order at 3:34 pm, with 3 members present for quorum- Shaunah Esteves, President, Matthew Cantwell, Vice President, and La-Kay Cicero, Treasurer.

- II. Owners Comments (limited to three minutes)
 - 2 Homeowners made comments

- III. Adoption of the Current Agenda
 - Shanuah Esteves made a motion to add a “Response to Annual Meeting Question Re: BOD authority to raise assessments” to Agenda Item VI. Financial Update. Seconded by Matthew Cantwell. Discussion, all in favor, motion passed.
 - Shaunah Esteves made a motion to approve the current agenda, with addition to Financial Update. Seconded by Matthew Cantwell. No discussion, all in favor, motion passed.

- IV. Review and Assign 2023 Board of Directors Positions
 - The 2023 Board of Directors will be as follows:
 - Shaunah Esteves- President
 - Matthew Cantwell- Vice- President
 - La-Kay Cicero- Treasurer

- V. Unfinished Business and Adoption of the prior meetings minutes
 - Shaunah Esteves made a motion to adopt the minutes as written for the Annual Meeting and BOD Meeting on 12.8.2022. Seconded by Matthew Cantwell. No discussion, all in favor, motion passed.

- VI. Financial Update
 - Shaunah Esteves made a motion to respond to the question raised at the Annual Meeting re: BOD authority to raise assessments by referencing the Oakleaf East CCRs- Section 5.3- Calculation and Collection of Assessments. Seconded by Matthew Cantwell. No discussion, all in favor, motion passed.

- VII. Committee Updates
- CEC- the next meeting will be held Jan 24 or 30 at 6:30pm
 - ARB- the next meeting will be held Jan 19
- VIII. Homeowner Fines/Attorney Demand Recommendations
- Shaunah Esteves made a motion to accept the list of Recommendations to send to CEC as presented for the next CEC Meeting. Seconded by La-Kay Cicero. Discussion, all in favor, motion passed.
- IX. Discuss and Adopt Policy Regarding President Mediation Authority
- Shaunah Esteves made a motion to keep current procedure in place- which is to call a BOD meeting for approval if there any cases to send to mediation. Seconded by Matthew Cantwell. Discussion, all in favor, motion passed.
- X. New Business
- Shaunah Esteves presented two upcoming BOD focus items/initiatives.
 - Nuisance Parking
 - Corner and Lake Lot Fencing- Improper Prior Placement- Education and Implementation
- XI. Owners Comments (Time Permitting - limited to three minutes)
- 3 Homeowners made comments
- XII. Adjournment
- The next meeting of the BOD will be 2/3/2023 at 3:30pm.
 - Matthew Cantwell made a motion to adjourn the meeting at 4:29pm. Seconded by La-Kay Cicero. No discussion, all in favor. Meeting adjourned.