

**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, August 23, 2024, at 3:30 PM at the Oakleaf POA Offices, located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Homeowners in Attendance:

- Dina Monteiro (3482 Worthington Oaks Dr)
- Joan Brinker (Waverly)
- Cynthia Allen (955 Musgrove Ct)

POA Employees Present

- Robert Patton – ARB Coordinator
- Stephanie Martin – Compliance Assistant
- Christine Ertl – East POA Legal Counsel

**I. Call to Order**

- Shaunah Esteves called the meeting to order at 3:31 pm, with 3 members present for quorum- Shaunah Esteves- President, Matthew Cantwell- Vice President, and LaKay Cicero- Secretary/Treasurer.

**II. Owners Comments (limited to three minutes)**

- Dina Monteiro (3482 Worthington Oaks Dr) spoke

**III. Adoption of the Current Agenda**

- Matthew Cantwell motioned to adopt the agenda. Seconded by LaKay Cicero, with Robert Patton requesting to add under Committee Updates a request to add Donna Brown to the ARB Committee Roster. All in favor, motion passed 3 to 0.

**IV. Unfinished Business and Adoption of prior meetings minutes**

- Matthew Cantwell motioned to adopt the minutes from the April 26, 2024, Board meeting. Seconded by LaKay Cicero, Shaunah Esteves requested to have correction to the spelling of her name in the minutes made. All in favor, motion passed 3 to 0.

**V. Financial Update**

- Reviewed by Board members

**VI. Committee Updates**

- ARB Committee: As of April 25, 2024, 183ARB requests have been received since April 25, 2024. The last meeting was July 14, 2024. The next meeting is tentatively scheduled for September 11, 2024.
- Shaunah Esteves motioned to add Donna Brown to ARB Committee Roster. Seconded by Matthew Cantwell. No discussion was held. All in favor, motion passed 3 to 0.
- CEC Committee- The next meeting is TBD based on Committee availability.

## **VII. Homeowner Fines/Attorney Demand Recommendations**

- Shaunah Esteves motioned to approve sending the proposed fines as presented to the CEC. Seconded by Matthew Cantwell, discussion held. All in favor, motion passed 3 to 0.

## **VIII. New Business**

- IX.** Shaunah Esteves motioned to adopt the Record Retention Policy as presented. Seconded by Matthew Cantwell, discussion held. All in favor, motion passed 3 to 0. Attached is the signed resolution.

## **X. Owners Comments (limited to three minutes)**

- Joan Brinker (Waverly) spoke
- Cynthia Allen (955 Musgrove Ct) spoke

## **XI. Adjournment**

- Next regular Board of Directors meeting is scheduled for Friday, October 18, 2024, at 3:30 PM at the Oakleaf POA Offices, located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065. The 2025 budget will be reviewed at this meeting. .
- Additional Meetings Scheduled:
  - Thursday, November 14, 2024- Annual Meeting
- Matthew Cantwell motioned to adjourn the meeting at 4:31 PM. Seconded by LaKay Cicero no discussion. All in favor, motion passed 3 to 0.

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC.**

A meeting of the Board of Directors of OAKLEAF PLANTATION PROPERTY OWNERS ASSOCIATION, INC. ("Association") was held on August 23, 2024, at 3:30 p.m. at 518 Hollyberry Lane, Orange Park, Florida 32065.

A quorum of the Board of Directors was present, and the Secretary or Community Association Manager for the Association confirmed that the meeting was duly and properly noticed.

Shaunah Esteves moved that the Board approve the adoption of the Record Retention Policy, a copy of which is attached to this Resolution.

Said motion was seconded by Matthew Cantwell.

After full discussion, this motion was approved by a vote of 3 to 0 of the directors present at the meeting.

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**CERTIFICATION**

The above actions of the Board were approved by the Association Board of Directors on the date above mentioned.

  
**LaKay Cicero**, Association Secretary