

**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, April 26, 2024, at 3:30 PM at the Oakleaf POA Offices, located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.

Homeowners in Attendance:

- None

POA Employees Present

- Robert Patton – ARB Coordinator
- Stephanie Martin – Compliance Assistant
- Morgan Artis – Administrative Assistant

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 LaKay Cicero- Secretary/Treasurer.

II. Owners Comments (limited to three minutes)

- None

III. Adoption of the Current Agenda

- Shaunah Esteves motioned to adopt the agenda as written. Seconded by Matthew Cantwell, no discussion. 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 January 26, 2024, Board meeting as written. Seconded by Shaunah Esteves, no discussion. 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, 158 ARB requests have been received since January 1, 2024. Last meeting was April 17, 2024. Next meeting will be held in May, date is TBD.

- CEC Committee- The next meeting is TBD

VII. Bylaws Amendment

- Amendment to address late fees: Shaunah Esteves motioned to adopt the amendment to the Bylaws. Seconded by Matthew Cantwell. No discussion. All in favor, motion passed 3 to 0. Resolution signed and notarized to amend the Bylaws to include late fees.

VIII. Exterior Maintenance Policy

- Exterior Maintenance Policy: Shaunah Esteves motioned to adopt Exterior maintenance policy with Matthew Cantwell acting as BOD liaison for the exterior maintenance policy, Seconded by LaKay Cicero. Discussion held regarding process. All in favor, motion passed 3 to 0.

IX. Homeowner Fines/Attorney Demand Recommendations

- Shaunah Esteves motioned to send the 15 delinquent accounts greater than 90 days and over \$2000 past due for collection and 10 of the 15 to Demand. Seconded by LaKay Cicero, discussion held. All in favor, motion passed 3 to 0.

X. New Business

- Mailbox Post Refurbishment: New vendor starting refurbishment process as a long-term project.

XI. Owners Comments (time permitting – limited to three minutes)

- None

XII. Adjournment

- Shaunah Esteves motioned to adjourn the meeting at 4:16 PM. Seconded by Matthew Cantwell, no discussion. All in favor, motion passed 3 to 0.
- Next meeting scheduled for Friday, July 19, 2024, at 3:30 PM at the Oakleaf POA Offices, located at 518 Hollyberry Lane, Ste 108, Orange Park, FL 32065.
- Additional Meetings Scheduled:
 - Friday, October 18, 2024- Budget Review
 - Thursday, November 14, 2024- Annual Meeting