

**Eagle Landing at Oakleaf Plantation Homeowners Association, Inc.**  
**Board of Directors Meeting**  
**Wednesday, February 23, 2022**  
**3975 Eagle Landing Parkway**  
**Orange Park, FL 32065**

**CALL OF ROLL**

The meeting was called to order at 3:00 p.m. by President, Junius Hill.

Present were Junius Hill, Lee Jones, Scott Watson, Michael Young, Bobby Poole, Patricia Lougheed, and Donald Hall. Kathy Melton, CAM and Noah Ackerman represented The CAM Team.

This is the first meeting of the Board since Association was turned over to the homeowners in January. Introductions of the Board member were made. The Board will solicit questions from those in attendance but needs to first work through some of the processes as to how the HOA is going to work. A slide was shown that highlights the difference between the ARC, CDD, and HOA. This information can also be found on the Eagle Landing website.

**PROOF OF NOTICE OF MEETING**

Notice of the meeting was posted on the Eagle Landing website.

**DETERMINATION OF QUORUM**

A quorum of the Board was met with seven Directors in attendance.

**APPROVAL OF MINUTES**

A motion was made by Lee Jones and seconded by Scott Watson to approve the minutes from the January 31, 2022 Turnover Meeting as written. None opposed and the motion carried.

**HOA DIRECTOR CERTIFICATION**

Per Florida Statute, all Directors must be certified within ninety (90) days of being elected or appointed to the Board. Several Board members attended a virtual seminar. All Directors in attendance provided a signed Board Member Certification Form.

**BOD VOTE FOR DIRECTOR #9**

Two homeowners submitted emails expressing interest in joining the Board of Directors: David Hall and Debra Brown. A vote was taken and Debra Brown was appointed unanimously to the Board of Directors. She joined the other Directors at the table.

**AFFIRMATION OF BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES**

The Board discussed that the HOA is responsible for the Covenants and Restrictions, primarily Article V, as well as the Rules and Regulations. Code violations are documented and transmitted to The CAM Team for enforcement. Examples of violations include improper storage of garbage cans/recycle bins, leaving boats, trailers, and campers in view, failure to maintain yards and flowerbeds, etc.

**COVENANT ENFORCEMENT ZONE RESPONSIBILITY ASSIGNMENTS**

A map of the community was provided to the Directors. There are 1494 homes so each Director will have a zone of approximately 164 homes to check. Using a phase/zone breakdown, each Director was given an area of responsibility. Junius Hill will send a copy of the assignments to the Board within the next few days.

### **ENFORCEMENT GUIDELINES AND PROCESS**

Junius Hill asked Scott Watson to discuss the process that has been followed. The previous Board relied on an attorney to help iron out the process. Certain violations are handled differently, such as a camper being in a driveway for three months versus a trash can being left outside. Serious violations are sent a letter by the attorney. If correction is not made, the next step would be mediation and, ultimately, a lawsuit could be filed. The Association also has the ability to fine repeat offenders. Suggestions were made to send out an email blast with a reminder about violations. Management suggested including a highlight sheet of the most common violations to include in the welcome packet sent to new homeowners. Board members were reminded that they should avoid face-to-face confrontation, including FaceBook, and maintain official communication channels.

### **ROLE OF THE CAM TEAM WITH THE BOARD AND COMMUNITY**

The CAM Team serves as a liaison between the Board and the community. Kathy Melton, CAM is the point of contact for the Board and supports the discharge of their duties in the community. The CAM Team prepares monthly financials which are emailed to the Board, sends out the mailing for annual assessments, follows up on any past due amounts, pays all bills, and is the point of contact for residents' questions and concerns.

### **2022 BUDGET REVIEW**

The 2022 budget was reviewed. Lee Jones suggested that big ticket items should be accrued so that expenses are diving out monthly. Items, such as insurance, are expensed monthly. A question was raised as to whether the budget will be affected by inflation. As there are no contracts with vendors, there should not be a big impact on the budget. The Amendment regarding a change in the amount the assessments can be increased was discussed. A homeowner suggested that "Miscellaneous Contingency" be changed to "Surplus."

### **2022 CAM TEAM CONTRACT**

The CAM Team contract has been on a month-to-month basis. A new 3-year contract was emailed to the Board in advance of the meeting. The current monthly amount is \$2,715.00. The new contract calls for \$3,735.00 per month. Questions were raised as to justification of the increase. The number of homes has increased substantially since The CAM Team took over in 2015. In addition, the original contract called for only one violation inspection per month from November through March, while the new contract has two inspections per month all year. After discussion, Junius Hill asked if the Board wanted to vote on the contract or table it. Lee Jones made a motion to approve the contract as presented. Scott Watson seconded. The motion carried with six votes in favor and two abstentions.

### **ARC – ADDITION OF ONE RESIDENT BOD OR MEMBER TO THE EL ARC**

Marilyn Ayers has requested that a homeowner be appointed to the ARC Committee so they can start learning the process prior to the responsibility being turned over to the HOA. Patricia Loughed volunteered to serve on the Committee.

### **REVIEW OPEN MEMBER REQUESTS ON WEBSITE FOR RESOLUTION**

The Board discussed how best to communicate with homeowners. Currently, homeowners can contact The CAM Team for assistance and all calls are logged. If an issue needs Board attention, and email will be sent. The HOA needs one place for information to be posted and to have access to documents, such as the Covenants and Restrictions. Junius Hill will talk to the CDD about adding a section on the Eagle Landing website.

**HOA COMMUNITY COMMUNICATION**

The CDD and the HOA have the ability to send out blast emails to communicate information. The Board will review what needs to be sent and how often. A suggestion was made to provide an individual Board email address for each Director so that they do not have to use their personal email account.

**MEMBER QUESTIONS AND STATEMENTS**

A homeowner asked about The CAM Team contract and the price per door.

A homeowner asked about violations for homes on the golf course.

A homeowner requested an OCR version of the Covenants and Restrictions.

**REVIEW TO-DO LIST AND SCHEDULE SUBSEQUENT HOA MEETING**

The Board will prioritize topics for the next HOA meeting. The next meeting date is to be determined.

**ADJOURNMENT**

All business being completed, the meeting was adjourned at 5:17 p.m.

Approved 5.18.2022  
Kathy Melton, CAM