

Eagle Landing at Oakleaf Plantation Homeowners Association, Inc.
Board of Directors Meeting
Tuesday, September 20, 2022
3975 Eagle Landing Parkway
Orange Park, FL 32065

CALL OF ROLL

The meeting was called to order at 6:07 p.m. by President, Junius Hill.

Present were Junius Hill, Bobby Poole, Trent Janney, Scott Watson, Patricia Lougheed, Debra Brown, and Michael Young. Kathy Melton, CAM represented The CAM Team.

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 (7) Directors in attendance.

APPROVAL OF MINUTES

A motion was made by Scott Watson and seconded by Junius Hill to approve the minutes from the August 23, 2022 Board of Directors meeting and September 8, 2022 Board of Directors Zoom special meeting as written. None opposed and the motion carried.

DIGITAL TRANSITION PROJECT UPDATE

The transfer of ARC files to a digital format was the discussion of the Zoom meeting. Iron Mountain provides quick access to the records at anytime and from anywhere. East-West Partners is currently auditing the files and this should be completed by October 7th. The records will then be packed in boxes and Iron Mountain will pick the records up on October 10th. An email blast will be sent to homeowners notifying them that there will be 4-week down period for ARC approvals. A "Train the Trainer" session will take place where five people will be trained on the new system. Everyone else will be trained at a later time. The turnover date of ARCs from East-West Partners to the HOA is still unknown, but a November date is still targeted for the responsibilities to be transitioned to the HOA and The CAM Team.

The ARC administration process was reviewed. Five steps are involved:

- Step 1 – Resident Request – Received by The CAM Team
- Step 2 – Quality Control Check
- Step 3 – ARC Requests Sent to Eagle Landing ARC
- Step 4 – ARC Committee Decision
- Step 5 – ARC Approval Forwarded to The CAM Team

The digital conversion has a cost of \$15,372.00 and there is an annual software subscription cost of \$1,800.00 for a total cost of \$17,172.00. The CAM Team has offered to store the boxes of records at no charge to the Association. A Zoom subscription for use by the ARC and Fining Committee will cost \$150.00 per year.

VIOLATIONS REVIEW AND SUBMISSION TO FINING COMMITTEE

The Fining Committee is made up of five members: Gerard Bovaird, Richard Werner, Joe Kinworthy, Charlotte Linguard-Young, and Steven Laurenzano. Stage 0 and Stage 3 violators are identified as eligible

for fine enforcement. The Board motions for a fine to be charged (\$100.00 per occurrence up to a maximum of \$2,000.00). The CAM Team facilitates the process of identifying the cases to be considered. The Fining Committee then sets a date for a hearing and The CAM Team notifies the homeowners so that they have an opportunity to appear and plead their case. The Fining Committee adjudicates and finalizes the fines cases.

In September 2022, there were a total of 156 violations. Of these, 5.8% are in Stage 0 and 18.6% are in Stage 3. A total of sixteen (16) cases are with the attorney, including three assessment delinquency cases.

Eight cases were identified as high priority for the Board to consider. After review, four (4) violations had been cured and will be removed from the list. A motion was made by Junius Hill to send three (3) homeowners to the Fining Committee. Michael Young seconded. After discussion, Junius Hill amended the motion to include a charge of \$100.00 fine for each homeowner. Michael Young seconded. The motion carried with six (6) in favor and one (1) abstention.

The Board discussed the time frame for violations to be closed once the property has been brought into compliance. A suggestion was made that if a violation does not reoccur within six months then the violation should be closed. An alternative suggestion was made to use a calendar year. After discussion, Junius Hill made a motion to track violations on a calendar year. Scott Watson seconded. The motion carried with five (5) in favor and two (2) opposed.

The Board reviewed an additional property to determine if the homeowner should be forwarded to the attorney or sent to the Fining Committee. The property has several violations currently. A motion was made by Scott Watson to send the property to the Fining Committee and charge a \$100.00 fine. Patricia Lougheed seconded. The motion carried with six (6) in favor and one (1) abstention.

BOARD COMMENTS/QUESTIONS

Bobby Poole shared that the CC&Rs are dated and that a current review of the current statutes as related to the CC&Rs is needed. He suggested that the Board look at updating and or amending the documents.

Patricia Lougheed posted a notice on FaceBook that ARC requests will not be reviewed during the scanning process.

MEMBER QUESTIONS AND STATEMENTS

Gerard Boviard suggested that the Board look at a 12-month rolling period for violations to be closed, and possibly a longer time for some items such as boats, RVs, etc.

A homeowner in Oakland Hills shared that there are several low-lying areas and homeowners are experiencing issues with flooding. He asked if it would be a homeowner or builder issue and whether the HOA can assist. Junius Hill is familiar with the situation and said that it is a homeowner-builder-county issue.

Richard Werner asked if the Board has invested any of the excess funds in CDs. The item will be added to the next agenda.

ADJOURNMENT

All business being completed, a motion was made by Michael Young, seconded by Scott Watson, that the meeting be adjourned. The meeting was adjourned at 7:46 p.m.

*Approved 10.27.2022
Kathy Melton, CAM*