

Cornerstone At Watermill

Minutes of the Board of Directors Meeting

April 26, 2018

The Cornerstone At Watermill Board of Directors meeting was called to order April 26, 2018 at 7:05 pm by Victor Harris, Vice President.

Board members in attendance were Victor Harris, Vice President, Robyn Robinson, Secretary; Pat Lafata, Board Member, and Olivia Fitch, PMSI.

The minutes from the April 11, 2018 meeting were reviewed and Victor Harris made a motion to approve minutes, Pat Lafata second the motion and all voted in favor.

Old Business:

Pressure Washing: The proposals from Atlantic Pressure Washing and Worldwide Cleaning Services were reviewed and discussed. Victor Harris made a motion to accept Atlantic Pressure Washing bid option #3. Robyn Robinson second the motion and all voted in favor. Olivia Fitch, PMSI, will notify Atlantic Pressure Washing that their bid is approved, arrange dates of service, and mail notices to residents.

Attached is a copy of the proposal from Atlantic Pressure Washing and the notice sent to all residents.

Irrigation Repairs: TDA Landscaping completed an inspection of the irrigation system of Cornerstone and Cornerstone South. Attached is a copy of the proposed repairs. The proposal was reviewed and discussed. It is felt that the proposed repairs will help to make the system more efficient thus bring down the high water costs. A motion was made by Robyn Robinson to accept the proposal for the Irrigation Repairs. Victor Harris second the motion and all voted to approve the Irrigation Repairs.

Clean Up of Exterior Landscape: It was reported by Victor Harris that the Watermill Master Association has agreed to provide initial clean up of the overgrowth along the outside of the perimeter fence. The Master Association of Watermill will employ and finance the cost of this clean up. As a result, the proposal from TDA for perimeter clean up is tabled. TDA Landscape will be asked to revise their proposal to include only the entrance areas of Cornerstone and Cornerstone South.

Tree Trimming- Scott Richens of Twigg Tree Care presented a proposal for trimming of 125 Oak Trees in Cornerstone and Cornerstone South. Attached is a copy of the proposal. A motion was made by Victor Harris to table Tree Trimming until the Board has obtained information from the attorney on how to properly obtain consent from the homeowners. Pat Lafata second the motion and all voted to approve. Tree Trimming is currently the obligation of each homeowner and the Association is not authorized to

trim the trees at this time. Olivia Fitch, PMSI, will follow up on what is needed to authorize the Association to proceed with the Tree Trimming. Additional bids will be obtained and reviewed as well.

HOA Certification for New Board Members- Olivia Fitch and Robyn Robinson reported on options for obtaining the HOA Certification for New Board Members.

Roofing Repairs- It was discussed that a re-evaluation of the roofs would be needed as the last roof inspection was March of 2017. A motion was made by Robyn Robinson to table the Roof Repairs until prior roof inspection reports and any proposals could be pulled and the information reviewed. Victor Harris second the motion and all voted in favor.

Duval Landscaping Invoices: Attached are two invoices from Duval Landscaping for clean-up services they state they completed following storm Irma. Christine Vick reported previously that she had not authorized Duval to provide clean up following storm Irma nor did she see them provide the services. It was reported by Olivia Fitch, PMSI, that an invoice for their services was not received until after the 30 day notice of termination of Duval Landscaping services was sent out (nearly 6 months following said services). It was further reported that a request was made for a breakdown of the charges and was not received by Duval Landscaping. Victor Harris made a motion to send the invoices on to McCabe Law as Duval was not authorized to provide the services, did not bill for said service until after notice of termination was sent, and has not responded to request for a breakdown of the services. Robyn Robinson second the motion and all voted in favor. Olivia Fitch, PMSI will forward invoices to McCabe Law for follow up.

Additional Parking: Victor Harris raised the topic of additional parking at the entrance of Cornerstone. There is a shortage of parking along Tower Falls Drive for residents and visitors and this is creating safety concerns as well as potential issues should emergency vehicles need to pass through that area of the Tower Falls. Victor Harris will research potential cost of adding additional parking spots along the Cornerstone entrance.

Presidential Spending Account: The topic of a Presidential Spending Account was brought up by Victor Harris for minor needed repairs or items. After discussion it was determined that a Presidential Spending Account was not needed at this time nor is it a part of the current budget. Victor Harris made a motion to dismiss the need for a Presidential Spending Account and Robyn Robinson second the motion. All voted in favor.

Organizational Meeting was held during the Board of Directors Meeting of Cornerstone at Watermill. A motion was made by Robyn Robinson that Victor Harris would take the roll of President of Cornerstone at Watermill, Pat Lafata second the motion and all voted in favor. Victor Harris made a motion that Pat Lafata would assume the roll of Treasurer and Robyn Robinson second the motion. All voted in favor.

New Business-

The next Board of Directors meeting for Cornerstone will be held May 23, 2018.

A motion was made by Victor Harris to adjourn the meeting at 8:15pm. The motion was second by Robyn Robinson and all voted in favor.

Robyn Robinson

Secretary

Board of Directors Cornerstone of Watermill

4-26-18

Attachments:

Attendance Roster for April 26, 2018

Pressure Washing Proposals- Atlantic Pressure Washing

Pressure Washing- Letter of Notice to the Residents

TDA Irrigation Proposal for Repairs

TDA Original Proposal for Clean up along perimeter

Duval Landscaping Invoices for Storm Irma Clean up

Cornerstone at Watermill

Board of Directors Meeting

April 26, 2018

Attendance Roster

	<u>Name</u>	<u>Address</u>
1.	NORINA MASON	8938 Ribbon Falls Ln
2.	Robyn Robinson	8601 Tower Falls Rd
3.	Victor Harris	8661 Tower Falls Drive
4.	PATRICIA LAFATA	8637 TOWER FALLS DR.
5.	LEWIS LEVI-	8607 VICTORIA FL DR
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ATLANTIC PRESSURE WASHING, LLC

PROPOSAL FOR SERVICES

386-276-5740 470-848-0019

Christy Barber – Keith Barber

OVERVIEW

It was a pleasure speaking with your today. Allow me to give you a little insight on our business. Our system operates at a 3000 PSI minimum rating with a discharge rate of 8.5 GPM Using heated water up to 200*. We provide superior cleaning capability. Our custom-built equipment facilitates complete eco friendly water reclamation and recycling practices to ensure that we meet the quality standards as set by the EPA and the Clean Water ACT. Vacuum-booms and suction heads are used to recover waste water. Our proprietary reclamation unit filters water down to 5 microns effectively removing dissolved solids, dirt organic compounds. It is safe to be reused and safe for the environment.

PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for <30 days> from the date of this proposal:

Services Cost for Cornerstone @ Watermill	Price
1) Pressure Washing the buildings on Tower Falls Dr, Grand Falls Dr, Ribbon Falls Dr except (#8738 & 8714) the white fence along the perimeter of the complex, we will include the Roofs, Driveways and sidewalks throughout the complex	10,200.00
Option 2) Pressure Wash the buildings on Tower Falls Dr, Grand Falls Dr, Ribbon Falls Dr. the white fence along the perimeter of the complex as well as including the driveway and sidewalks	\$8400.00
Option 3) Pressure Washing the buildings on Tower Falls Dr, Grand Falls Dr, Ribbon Falls Dr except (#8738 & 8714) the white fence along the perimeter of the complex	\$7000.00
Total	

Option 3 is what the actual bid was for. As you will notice option 1 and 2 we were including the driveway and sidewalks for free.

The timetable to complete this project would be a minimum of a week at the most two weeks. We ask for at least one week's notice to start the project. We will provide the water as stated in the email and we will also provide the bleach to remove all the mold. Any debris that is collected will also be removed by the completion of the project. We ask that all homeowners remove any objects that are attached to their building prior to the start of the project. Should you have any further questions please feel free to contact me. I am also including some of the pictures that I took today walking the complex.

Thank you very much for your time and consideration.

Please feel free to contact me should you have any further questions. We look forward to hearing from you.

Again, thank you

Christina Barber

386-276-5740

CORNERSTONE AT WATERMILL
PRESSURE WASHING NOTICE

Date: May 3, 2018

To: All Residents of Cornerstone at Watermill Phase I

Re: Pressure Washing of homes

Dear Residents:

Please be advised that **beginning the week of May 14, 2018**, Atlantic Pressure Washing, LLC has been contracted to pressure wash homes in Phase I of Cornerstone @ Watermill. The project will cover **all homes on Tower Falls Drive, all homes on Grand Falls Drive and homes on Ribbon Falls Lane with the exception of building # 8738 and building # 8714 on Ribbon Falls Lane.**

All homeowners should prepare for the pressure washing project by moving and storing all patio type furnishings, potted plants, small carpets at door entrances, children's toys and any personal items that might be sitting out. The Contractor (Atlantic Pressure Washing, LLC) will not be responsible for any damage to your personal property should items not be moved to a secure place during the pressure washing.

The pressure washing project is **scheduled to be complete by May 22, 2018**. The contractors will not begin before 8am and will not be working beyond 6pm.

The contract is only covering pressure washing of the homes in Phase I as noted above and property perimeter fencing, please note that **sidewalks and driveways are not part of the contract.**

Thank you for your cooperation.

Management



904-662-5400
3498 Worthington Oaks Dr
Orange Park, FL 32065
904-662-5400
www.tdalandscaping.com

Irrigation Repair Estimates

Cornerstone: as of April 13, 2018

Clock A

Zone 1 = Cap 4 and raise 3 to rotor stand pipes
Zone 2+3 = 2 drip line repairs, replace 1 each 6" head and nozzle and raise 1 to stand pipe
Zone 9+11 = Replace 6 nozzles and 1 each 6" head
Zone 12, 13+ 15 = Replace 3 rotor heads
Total Estimate \$670.00

Clock B

Zone 1+3 = Replace 5 rotors
Zone 4,5+6 = Replace 8 rotors
Total estimate \$600.00

Clock C

Zone 1,2+4 = 8 drip line repairs
Zone 9,10,16+18 = Replace 1 each 6" head, 2 nozzles and 3 rotors
Zone 20-23 = Replace 4 each 6" heads and 5 nozzles
Total Estimate \$435.00

Clock D

Zone 1+2 = Replace 8 rotors, 2 cap off and raise 1
Total Estimate \$440.00



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Irrigation Repair Estimates

Cornerstone South: as of April 13, 2018

Clock A

- Zone 1 = Replace 1 nozzle
- Zone 3 = 1 drip line repair and replace 1 nozzle
- Zone 4 = 5 drip line repairs
- Zone 5 = Replace 2 each 6" heads and 1 nozzle
- Zone 12 = Replace 1 rotor head

Total Estimate \$350.00



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Landscaping Clean Up

The entire area around the sign at the entrance by Publix is in need of a major clean up. We suggest trimming the lower limbs from the pine and magnolia trees. Also, we would trim, clean up and remove some of the palmetto plants. This will “open up” the area immensely. Removal of the lorapetalum would also be done. The holly trees will undergo a major reshaping, shrubbery will be trimmed and grasses will be cut back. This should be an attractive, high visibility area at the signage for the community, however, it is in need of major attention.

Also, the overgrown, vine ridden areas outside the fencing along the roadway needs to be cleared out of all debris. The vines, weeds, saplings and other debris will be cleared and the palmettos trimmed for a neat appearance. This is an eyesore for all that drive past the community and doing this would have a major impact for the benefit of the neighborhood. These services will be provided for a charge of \$3,075.00.

DUVAL LANDSCAPE MAINTENANCE LLC

7011 BUSINESS PARK BLVD N
 JACKSONVILLE, FL 32256

Invoice

Date	Invoice #
9/15/2017	100643

Bill To
CORNERSTONE @ WATERMILL c/o PMSI

P.O. No.	Terms
	Due on receipt

Description	Qty	Rate	U/M	Amount
Enhancement / Extra Services: *** HURRICANE IRMA STORM CLEAN-UP ***		1,600.00		1,600.00
Total				\$1,600.00
Payments/Credits				\$0.00
Balance Due				\$1,600.00

E-mail
accounting@duvallandscape.com

DUVAL LANDSCAPE MAINTENANCE LLC

7011 BUSINESS PARK BLVD N
JACKSONVILLE, FL 32256

Invoice

Date	Invoice #
9/22/2017	11222

Bill To
CORNERSTONE @ WATERMILL c/o PMSI

P.O. No.	Terms
	Due on receipt

Description	Qty	Rate	U/M	Amount
Enhancement / Extra Services: *** HURRICANE IRMA STORM CLEAN-UP ***		1,600.00		*** 1,600.00
Total				\$1,600.00
E-mail			Payments/Credits	\$0.00
accounting@duvallandscape.com			Balance Due	\$1,600.00