



10688 Old St. Augustine Road * Jacksonville, Florida 32257 * 904-391-6600

Wise Owl Properties
Board Meeting
Date: April 14, 2022
Time: 3:00 PM

Agenda

- | | |
|-------------------------------|-----------------|
| 1. Call to Order | Fran Pepis |
| 2. Building 10696 updates | Tameka G. Holly |
| a. Lawn Maintenance Contract | |
| b. Building Buildout | |
| 3. Suite Rental WIFI Services | Tameka G. Holly |
| 4. Review of Financials | James Lee |
| 5. Adjourn | Fran Pepis |

Vision: Older adults and adults with disabilities are valued and have the resources they need to live with dignity and security in an age- and ability-friendly community.

Mission: ElderSource empowers people to live and age with independence and dignity in their homes and their communities.

Inclusion Statement: ElderSource values all people – including but not limited to all nationalities, socio-economic backgrounds, abilities, races, genders, religious perspectives, sexual orientations and gender identities – in everything we do. We welcome the unique insights and perspectives of all persons in our quest to fulfill our mission.

Reliable Lawn Care LLC
 1800 Manchester Ct. S.
 St Johns, FL 32259
 904-200-2203
 Mark@Reliablelcc.com

Invoice 12146



BILL TO
 Elder Source / Wise Owl
 Properties
 10688 Old St. Augustine
 Rd. 32257

DATE 04/01/2022	PLEASE PAY \$310.00	DUE DATE 04/16/2022
--------------------	------------------------	------------------------

DATE	ACCOUNT SUMMARY	AMOUNT
03/01/2022	Balance Forward	300.00
	Other payments and credits after 03/01/2022 through 03/31/2022	-300.00
04/01/2022	Other invoices from this date	0.00
	New charges (details below)	310.00
	Total Amount Due	310.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Commercial 42 Visits	We provide the following services on each visits: Mowing, Edging (all concrete and flower beds) Weeder & Blowing. Hedge Trimming & Weed Control in flower beds is done on a bi monthly schedule 42 Visits: April - Oct (Weekly) Nov - March (Bi Monthly)	1	240.00	240.00
	Fertilizing (Granular)	Professional Weed & Feed 16-0-8 / 10 Apps Per Year ElderSource Side Only	1	60.00	60.00
	Commercial Payment	Invoices are sent out on the 1st of each month for the current service month. We give net 15 terms... We take the following 3 payment options; Check (Preferred) Automatic Payment System (your card or bank draft will be processed on the 14th of each month) or you can click on the pay now tab and pay through our system. Thank you RLC management	1	0.00	0.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Fuel Surcharge	This is a flat rate fuel surcharge per month till gas prices return to a rate below \$3.49 for regular gas. However should gas prices go above \$4.49 (pray not) then we might have to do a slight adjustment of this rate.	1	10.00	10.00

RLC will require client to make sure sprinkler system is turned off 24hrs prior to your service date.

TOTAL OF NEW CHARGES

310.00

If you have a gate, please make sure it's unlocked and all pets are in secured areas.

TOTAL DUE

\$310.00

THANK YOU.

Should your yard be very wet upon arrival RLC will have the choice to make the call weather to cut or not and move your day for that week. We never like to leave ruts in yard from our mowers.

RLC doesn't work on National Holidays or the weeks of (Thanksgiving & Christmas)



Greetings:

I wanted to introduce my company and myself. My name is Mark LeFiles, owner of Reliable Lawn Care LLC. A letter from Bob Hawkinson (Total Lawn Care) should have been sent out to you explaining the acquisition of your account.

Reliable Lawn Care LLC is a fully licensed and insured company based in St. Johns Fl. We service residential and commercial accounts in the Jacksonville & St. Johns areas. RLC is excited to expand our client base to add you to our company. My team members have been trained by myself and are very knowledgeable of lawn maintenance, which is our primary focus.

I was given your contact information from TLC. I will be reaching out to setup an appointment to conduct a personal visit of each property so can make sure we understand your expectations. If you have a list of items you would like me to have prior to the visit, feel free to email me: Mark@Reliablelc.com

If your business has security check point or is located in a gated community please add Reliable Lawn Care/RLC at the guard station, as we will be starting services the 2nd week of (9th – 13th) November 2020.

TLC has provided me the current prices that you're being charged and we have NO plans to change the rate unless you would like to make changes to the agreement. Our billing system is done automatically with QuickBooks, invoices are sent out on the 1st of each month to you via email for the service month. If you need a paper invoice mailed out to you please let me know.

We offer the following payment terms: Check (preferred) and Credit Card, there is a link on the invoice for you to pay with a card. Auto pay can also be set up, if you chose this option your card or bank draft will be processed on the 14th of each month. Attached is a credit card form if you would like automatic payments. You can email this back or we can pick up in person.

The following services is what we provide on each visit:

Fully mowing all grass areas (all mowers have mulching kits on them to limit grass clippings from getting on fences, house siding and into flower beds)

Trimming all areas that can't be reached with mowers

Edging all sidewalks, curbs and flower beds

Blowing all areas including porches

Weed control via commercial grade Roundup (Flower Bed Areas)

Hedge trimming is done on a Bi monthly basis

RLC can also offer the following services to all clients:

Trimming trees and palm trees

Mulch and Pine Straw

Pressure Washing

Sodding and Flower replacement

Turf management / Fertilizing via granular or spray

Sprinkler System Management

We are looking forward to servicing your property!

Thank you!

Mark LeFiles – Owner

904-200-2203

Mark@Reliablelc.com

1800 Manchester Ct. S

St. Johns Fl. 32259



S & A Lawn Maintenance & Landscaping, Inc.

P.O. BOX 7096
JACKSONVILLE, FLORIDA 32238
OFFICE (904) 813-5447
EMAIL: SA4SMITH@GMAIL.COM

MAINTENANCE AGREEMENT

This **contract** is entered into between ELDER SOURCE (the customer) and S&A LAWN MAINTENANCE & LANDSCAPING, INC. (the contractor). This contract provides for lawn and landscape service as outlined below, for these properties located at 10688 OLD ST. AUGUSTINE ROAD JACKSONVILLE, FLORIDA 32257.

SERVICES: Contractor agrees to perform the following services at the ELDER SOURCE 10688 OLD ST. AUGUSTINE ROAD JACKSONVILLE, FLORIDA 32257 .

MOWING:

All lawns will be mowed weekly in the growing season (Mid April - September). All lawns will be maintained as follows twice a month for dormant season (October-March).

Mowing height will depend upon type of turf and the season. (3"- 5")

EDGING:

All perimeter lawn areas adjacent to paved surfaces or structural edges such as sidewalks, walkways, driveways, parking lots, curbing, headers, and retaining walls will be edged with a “blade edger” in order to maintain a clean, crisp, and consistent edge lines.

Bed edges will be kept clean and well defined around color beds, shrub beds, open beds, and tree trunks, so to prevent encroachment from lawn and other adjacent materials.

Edging of walks, beds, and curbs will be performed every time the turf is mowed.

PRUNING & TRIMMING:

Shrubs & Hedges will be sheared and pruned in a consistent manner as needed (per MR. RAY PARKHURST) to maintain optimum shape and size as growth habit dictates, according to the individual potential for each type of plant variety.

Plant pruning, trimming, and shearing will be accomplished by an experience specialist to assure the function is being performed in accordance with recommended horticulture practices, which will allow for further budding, blooming, and proper growth habit.

WEEDING:

Herbicide will be applied as needed during growing season as well as non-growing season. This will be performed in all planter beds, tree rings, sidewalk cracks, and other appropriate areas. This procedure is done to insure a neat appearance and a weed free environment for property and will be done as necessary to insure this.

CLEAN UP:

All lawn areas will be cleared of litter and debris before mowing, so as not to shred and scatter foreign matter.

All debris generated during the performance of this contract will be blown from sidewalks and curbs.

MULCH & SOD:

Mulching and / or Sod Installation, and other landscaping work, will be performed on request of the customer, at a price to be agreed to at the time of request and designation of job scope. We recommend that all beds be mulched twice per year.

Planting annuals quarterly is recommended; When agreed upon at request.

IRRIGATION:

The irrigation system can be inspected periodically and repaired as needed upon request and price agreed upon. Any repairs due to component malfunction or vandalism will be charged at a nominal fee for parts and labor (labor @ \$120.00 Per Hour). Any damages to the system caused by contractor's maintenance of the turf and landscaped areas, will be repaired free of charge.

FERTILIZATION:

Fertilization Company we recommend upon request.

COMPENSATION:

Customer agrees to pay contractor the amount of \$450.00 for the month above stated services. Payment is DUE on the 1st DAY of each month no later than the 7th day of the month. Both parties agree this price will remain in effect for a minimum of one year. Cancellation of contract at any time, with thirty (30) days written notice to either party. Invoices are generated on the 20th of each month and payments are due on 1st of each month, no later than the 7th day of the month.

This contract agreed to, and executed on _____, 2022, in Jacksonville, Florida.

ELDER SOURCE
10688 OLD ST. AUGUSTINE
RD.
RAY PARKHURST

S & A LAWN
MAINTENANCE &
LANDSCAPING, INC.
SPENCER SMITH

Title

Title

Signature

Signature

Print Name

Print Name

Jessica DelRio

From: Mike Aselton <mike.atlasbuilt@outlook.com>
Sent: Wednesday, January 26, 2022 6:45 AM
To: Tameka G. Holly
Cc: kimberly.atlasbuilt@outlook.com; Pepis, Fran
Subject: RE: ElderSource remodels proposal

Tameka,

Atlas Built Construction can complete the work discussed during the on-site meeting to include:

<u>IT Room</u>	\$925.00
1.	Remove and dispose the door and frame
2.	Fill in doorway with 25 gage metal studs and ½ inch drywall-3 ft
3.	Finish wall to a paint ready condition
4.	Paint Wall to match as close as possible from seam to seam
5.	Replace bottom trim-base
6.	No electrical or ceiling work
<u>Office-Cubicles</u>	\$3,350.00
7.	Build 25 gage metal stud wall using ½ inch drywall Approximately 12 feet
8.	Add insulation to wall for sound reduction
9.	Finish drywall from floor to existing ceiling height to paint ready condition
10.	Paint drywall to match as close as possible seam to seam-three walls total
11.	Add wall base to match
12.	No electrical or HVAC will be added
13.	No ceiling work
<u>Alternate</u>	Add \$420.00
14.	Extend one cubicle in existing office using other existing cubicle sections
15.	Demo and dispose to off-site dumpster remaining cubicles

Let me know if you have any questions or if the scope of work needs to change.

Regards,

MIKE ASELTON



1501 Windward Lane
Suite 34
Neptune Beach, Florida. 32266
(904) 982-8222
Mike.AtlasBuilt@outlook.com
FLA CBC 1262883

From: Tameka G. Holly <Tameka.G.Holly@myeldersource.org>
Sent: Tuesday, January 18, 2022 9:12 AM
To: Mike Aselton <mike.atlasbuilt@outlook.com>
Cc: kimberly.atlasbuilt@outlook.com
Subject: RE: ElderSource remodels



Wise Owl
Budget vs. Actual Monthly
For the Month Ending December 31, 2021

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	Encumber	BALANCE	PROJECTED Actual YTD	IDEAL RATE 100%
Operating Revenue							
Admin Revenue	\$160,000.00	\$155,023.00			\$4,977.00	\$155,023.00	97%
Total Operating Revenue	\$160,000.00	\$155,023.00	\$0.00	\$0.00	\$4,977.00	\$155,023.00	#DIV/0!
Revenue Total	\$160,000.00	\$155,023.00	\$0.00	\$0.00	\$4,977.00	\$155,023.00	#DIV/0!
Operating Expense							
PERSONNEL							
Personnel Expenses	\$9,660.00	\$5,496.00			\$4,164.00	\$5,496.00	57%
Other Personnel Expense	\$300.00	\$18.00			\$282.00	\$18.00	6%
TOTAL PERSONNEL COSTS	\$9,960.00	\$5,514.00	\$0.00	\$0.00	\$4,446.00	\$5,514.00	55%
OPERATIONS							
Building Maintenance	\$35,000.00	\$34,772.00			\$228.00	\$34,772.00	99%
Utilities & Security	\$10,000.00	\$8,814.00			\$1,186.00	\$8,814.00	88%
Telephone & Internet	\$1,450.00	\$1,911.00			(\$461.00)	\$1,911.00	132%
Printing & Supplies	\$200.00				\$200.00	\$0.00	0%
Postage & Shipping	\$50.00	\$7.00			\$43.00	\$7.00	14%
Professional/Audit Fees	\$2,600.00	\$2,030.00			\$570.00	\$2,030.00	78%
Interest Expense	\$17,350.00	\$14,353.00			\$2,997.00	\$14,353.00	83%
Property & Liability	\$15,835.00	\$13,323.00			\$2,512.00	\$13,323.00	84%
Depreciation	\$66,610.00	\$41,107.00			\$25,503.00	\$41,107.00	62%
Taxes & Licenses	\$945.00	\$827.00			\$118.00	\$827.00	88%
TOTAL OPERATIONS	\$150,040.00	\$117,144.00	\$0.00	\$0.00	\$32,896.00	\$117,144.00	78%
Total Operating Exp	\$160,000.00	\$122,658.00	\$0.00	\$0.00	\$37,342.00	\$122,658.00	77%
NET SURPLUS/DEFICIT YTD	\$0.00	\$32,365.00	\$0.00	\$0.00	(\$32,365.00)	\$32,365.00	
YTD Intercompany Transfers (No Transfer of Funds)		\$0.00					
Sold Building in 2020	\$234,000.00	\$234,000.00					
Bank Balance		\$266,365.00					