

# WATERLEAF HOMEOWNERS' ASSOCIATION

## YEAR END REVIEW 2018

### **Board of Directors**

President: Michael Lee

Vice President: Senh Kelley

Treasurer: Ruth Johnson

Secretary: Justine Wadyko

Director: Susan Peters



**KW PROPERTY MANAGEMENT & CONSULTING**

DM: Daniel Cobreiro

PM: Anna Rusenko

Waterleaf Homeowner's Association is a 607 home association located at 12234 Waterleaf Boulevard, Jacksonville Florida.

The association has an annual budget of \$366,070.00. This year the association undertook over 15 projects at a cost of \$72,415. These projects improved the community, prolonged the life of the association assets and addressed some of the associations capital needs. The projects are listed below and detailed in the following pages:

- Pool Renovation
- Deck Restoration
- Pillars Repair
- Wood Fence Replacement
- Gate Replacement
- Landscape Improvements
- Paint Projects
- Parking Lot Enhancements



Both the main pool and splash pool showed common signs of aging that were aesthetically unappealing, uncomfortable for swimmers, and degrading to the value of the pools and overall property.

**Project Impact:** Being the most valued amenity in Waterleaf, the renovated pools instantly drew more residents to the amenity center and enhanced the value of the property.

**Project Classification:** Planned CapEx

**Contractor:** Portofino Pools

**Budget:** \$50,920

### Project Details

- New Quartz Scapes pool finish
  - New tile at waterline
  - New tile at gutter lip
  - New trim tile at steps
  - New tile at lap lanes
  - New depth markers
- New gutters and returns
- New stainless steel handrails
  - New LED lights



# ▶▶ Pool Renovation

Before

In progress

After



02.01.2018

06.10.2018



# ►► Pool Renovation

Before



In progress



After



# ▶▶ Pool Renovation

Before



After



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Being an integral part of Waterleaf amenities, the deck was often overlooked by the residents due to its unpleasant appearance caused by years of natural wear and tear.

**Project Impact:** Repairs and restoration made the deck shine in a whole new light. Residents visit the deck to admire the beautiful view of the lake and enjoy privacy while sunbathing.

**Project Classification:** Other

**Contractor:** In-house

**Budget:** \$200

### Project Details

- Deck, walls and steps pressure washed
- Cracks in the wood repaired
- Wood stain and sealer applied to the deck floor and handrails



# ▶▶ Deck Restoration

Before



After



01.25.2018

04.30.2018





# ▶▶ Deck Restoration

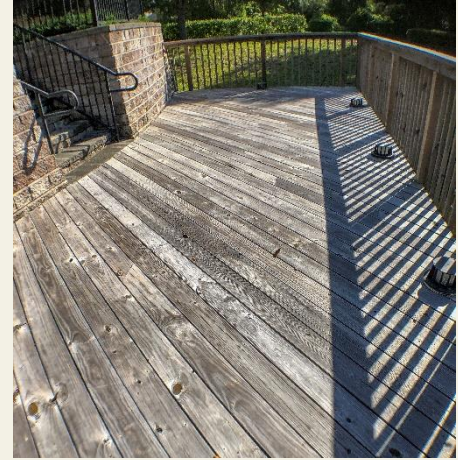
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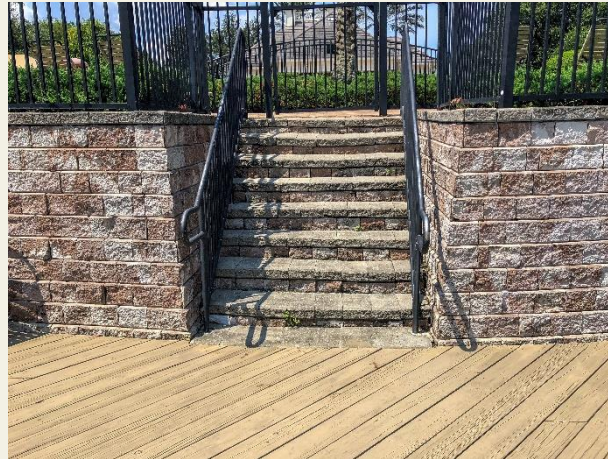
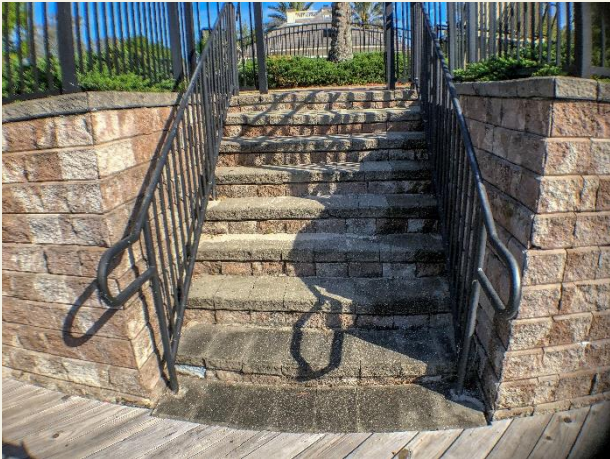
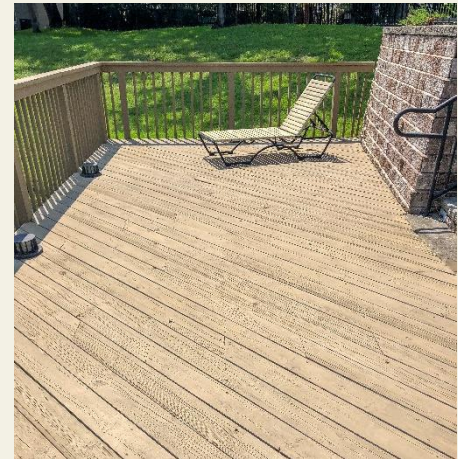
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Large brick pillars marking the entrance to the community were cracking and in danger of falling down. To ensure the safety of the residents, major repairs had to take place.

**Project Impact:** Addressing foundation issues and repointing the bricks increased the longevity of the structure and removed potential hazard.

**Project Classification:** Emergency

**Contractor:** M&E Masonry & Sons

**Budget:** \$8,000

### Project Details

- Rusted angle irons supporting the pillars removed and replaced with galvanized angles
  - Missing bricks replaced
  - Broken bricks repaired and repositioned



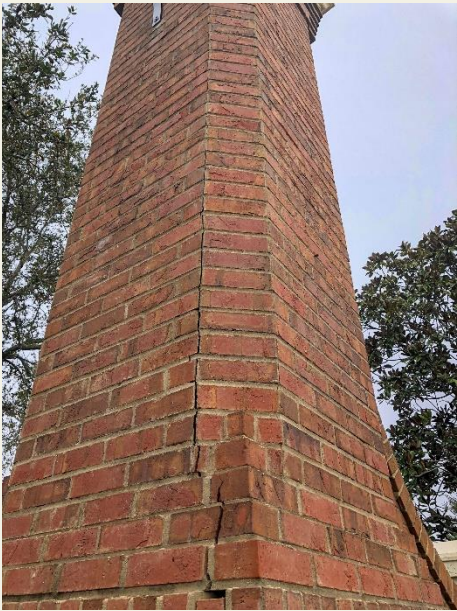
# ▶▶ Pillars Repair

Before

After

Before

After



02.01.2018

07.30.2018



# ▶▶ Wood Fence Replacement

Wood fence serves to secure the access to pool equipment and provides storage space. Being located on the pool deck it was rapidly becoming unsightly due to continuous deterioration.

**Project Impact:** New fence greatly improved overall appearance of the property. Expanding fence enclosure provided additional room for the storage shed.

**Project Classification:** Other

**Contractor:** Jax Fence Depot, In-house

**Budget:** \$1,500

## Project Details

- New wood fence on the front side of the enclosure
  - New gate
- Fresh paint throughout
  - New storage shed



# ▶▶ Wood Fence Replacement

Before

In progress

After



05.01.2018

07.01.2018



Amenity center's metal gates have served the community for many years. In 2018 the gates were damaged beyond repair and had to be replaced to ensure secured access and code compliance.

**Project Impact:** More durable commercial grade gates added protection and fulfilled aesthetical needs of the property.

**Project Classification:** Other

**Contractor:** Best Fence Company of Jacksonville

**Budget:** \$1,748

## Project Details

- Durable materials
- Self-closing feature
- Functional and attractive



# ▶▶ Gate Replacement

Before



08.01.2018

After



12.21.2018



## ▶▶ Landscape Improvements

With Kernan Blvd Widening Project commencement, the Board of Directors made a decision to salvage Bermuda sod at the entrance to the community and transplant it to the area surrounding the amenity center.

**Project Impact:** The Association dramatically cut costs of purchasing new sod. Additionally, several smaller projects were completed bringing up the overall value of the property.

**Project Classification:** Other

**Contractor:** Yellowstone Landscape

**Budget:** \$1,300

### Project Details

- 5 pallets of Bermuda sod transplanted to amenity center area
- 2 Sago Palms removed and replaced with Crinum Lilies
- Dozen of Common Hibiscus planted around the pool deck
- Landscaping edging installed along the pathway to the gate





# ▶▶ Landscape Improvements

Bermuda Sod



Crinum Lilies



07.01.18

10.01.18



# ▶▶ Landscape Improvements

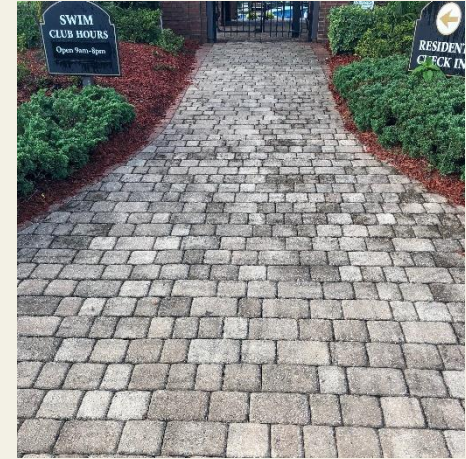
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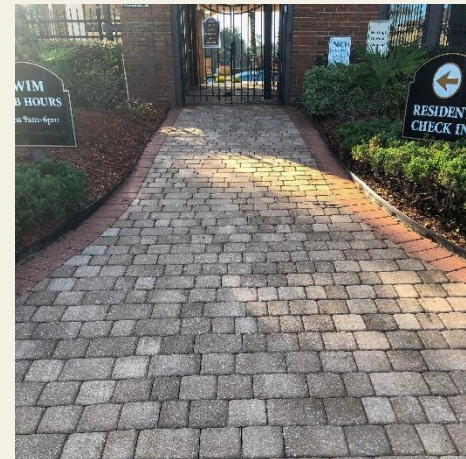
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The Association engaged into several paint projects aimed to breathe some new life into the areas that required TLC.

**Project Impact:** This small investment brought big payoff – the property looks well-maintained and presentable.

**Project Classification:** Other

**Contractor:** Dusty's Custom Painting, Inc.

**Budget:** \$1,300

### Project Details

- Caps on brick columns repainted
  - Bathroom floors repainted
  - Splash pool deck repainted



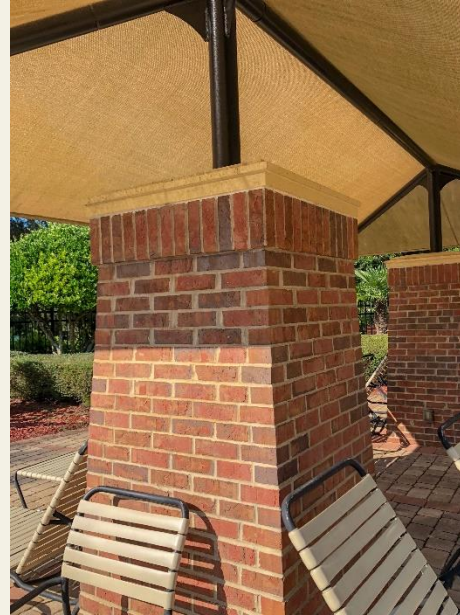
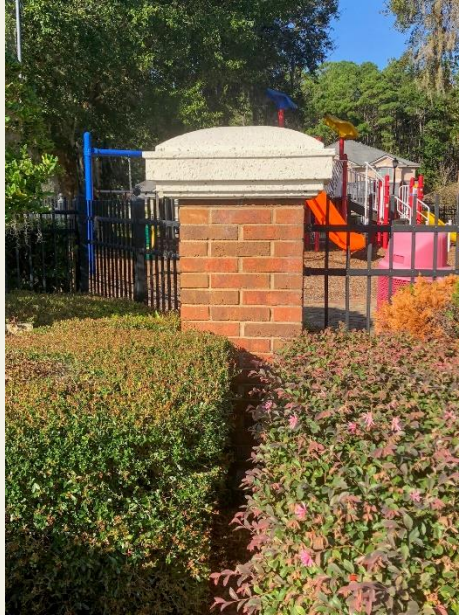
# ▶▶ Paint Projects

Before

After

Before

After



Caps on brick columns around the Amenity Center were pressure washed and painted to get a fresh new look

07.01.18

10.01.18



# ▶▶ Paint Projects

Before



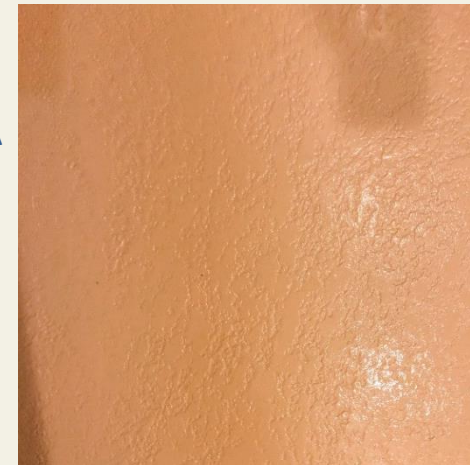
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Bathroom floors were stripped of existing paint, the surface was thoroughly prepped and covered with concrete stain to ensure long lasting results

10.01.18

12.01.18



# ▶▶ Paint Projects

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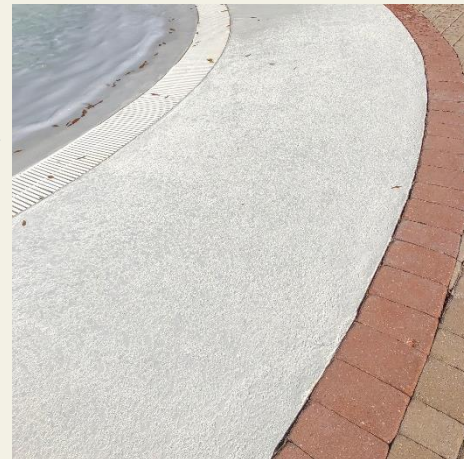
The deck around the Splash Pool was pressure washed and coated with slip resistant concrete stain

10.01.18

12.01.18



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# ▶▶ Parking Lot Enhancements

Years of exposure to sun and rain, and the large amount of traffic have caused the parking lot lines to fade, making it look unstructured and unorganized. The sidewalks looked weathered and unkept.

**Project Impact:** Vibrantly colored stripes and clean sidewalks instantly improved the curb appeal of the Association. Residents know where the authorized parking spots are.

**Project Classification:** Other

**Contractor:** ABC Paving & Sealcoating  
Dusty's Custom Painting

**Budget:** \$1,000

## Project Details

- 30 parking spaces restriped
- Sidewalk along the parking lot and amenity center pressure washed and treated for mold



# ▶▶ Parking Lot Enhancements

Before



After



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Over the past year several smaller, but equally important projects took place.

**Project Impact:** From increasing efficiency of the equipment to improving the appearance of the community to carrying out necessary repairs – all of the above contributed to enhancing the value of the property.

**Project Classification:** Other

**Contractor:** In-house, Beacon Electric, Boree Canvas, Absolute Backflow

**Budget:** \$6,447

### Project List

- New security camera system
- Upgraded exterior lighting
  - Canopy re-stretching
- New backflow preventer
- Upgraded pet waste stations
  - Play equipment repair
- Great additions: picnic table, bench, umbrellas, storage cabinets



## ▶▶ All Other Projects



Switching to wireless cameras allowed to place them at any desired location, hence providing more coverage, in addition to secured footage and easy accessibility



Six existing pole mounted light fixtures (HPS) were retrofitted to except new LED lights, that are extremely energy efficient, have the longest timespan relative to any other lighting technology and have very high light quality



Instead of replacing the sagging canopy, it was re-stretched for a fraction of the replacement cost



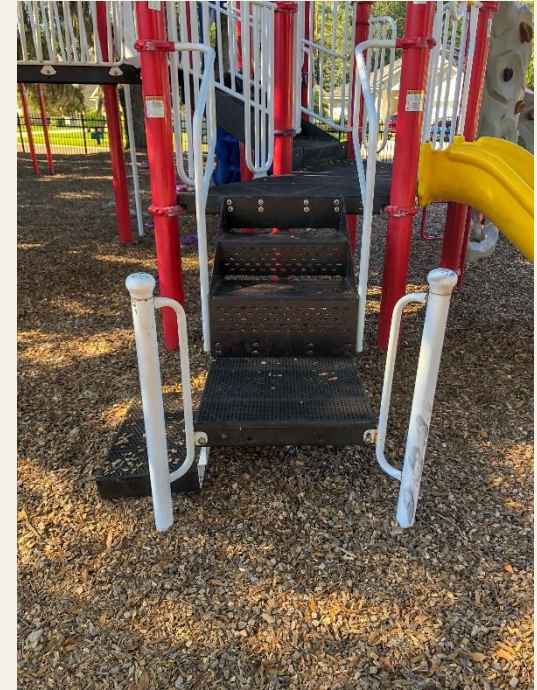
## ▶▶ All Other Projects



Existing backflow preventer devices in need of major repair were replaced with new ones and covered with insulation to prolong the life of the components



Six pet waste receptacles were added to the existing stations for residents' convenience



Deteriorated steps of the playground structure were replaced ensuring the safety of the littlest residents



## ▶▶ All Other Projects



New picnic table and bench provide additional seating options at the playground and parking lot area



Umbrellas provide much needed extra shade on the pool deck on hot summer days



Three storage cabinets help utilize the space under the counter top in the kitchen



## ▶▶ Community Enhancements

For matters outside the HOA authority, the Association teamed up with the COJ and JEA to accomplish the following:

- Two raised sidewalk slabs were repaired minimizing tripping hazard
- Twelve non-working light poles were repaired
- New street sign was installed at the intersection of Waterleaf Blvd and Briarcreek Rd

To ensure that Waterleaf continues to be a great community to live, play and relax, the following projects were completed:

- New Residents Handbook was created containing extensive information on rights and responsibilities associated with living in Waterleaf HOA.
- Custom color book of approved exterior color schemes was created. Homeowners have an option to review it at Waterleaf Management Office or at the local Sherwin-Williams store.
- Continuous violation enforcement produced impressive results:
  - 99% compliance with trash receptacle storage
  - 62 have been pressure washed and 35 of them received a fresh coat of paint



## Special Events



### Grand Pool Re-Opening Party

Newly renovated pool made a big splash in 2018



**KW Meet & Greet**  
KWPM helped create a sense of community to bring neighbors together as friends



**Halloween Party**  
Costume contest, rock wall climbing, haunted house and a variety of other activities makes Halloween one of the biggest events of the year



**Cookies & Cocoa With Santa**  
Grinch and Santa created unforgettable experience for kids and adults

Waterleaf Association provides an active lifestyle and community with 4 major events in 2018



## ▶▶ Value Optimization

Vendor	Impact Summary	Value Added
Doody Daddy	New vendor offered better rate and additional services.	\$675
Waste Management	New contract negotiated at better rate.	\$660
Protection1	Access control system contract renegotiated.	\$144
Arlo	Switched to wireless security cameras. Terminated contract with previous vendor.	\$3,288
JSO	Reimbursed for 42 overpaid hours.	\$1,140



## ▶▶ Value Optimization

Vendor	Impact Summary	Value Added
JEA	Reimbursed for overpaid Florida Sales Tax.	\$2,309
Yellowstone	Used salvaged Bermuda sod in areas that were not included in last year's resodding project.	\$2,154
Boree Canvas	Re-stretched shade structure fabric instead of replacing it. Budget: \$2,447. Actual cost: \$150	\$2,297
Maintenance	Purchased, painted and installed 6 pet waste receptacles. Total cost \$142, if purchased through vendor \$594.	\$452
Maintenance	Installed new security cameras. Budget \$7,725. Purchased for \$1,734.	\$5,991





## ▶▶ Value Optimization

Vendor	Impact Summary	Value Added
Maintenance	Deck renovation completed by ACD. Cost of materials \$137. Contractor quoted \$1,690.	\$1,553
Maintenance	Purchased and installed landscaping edging for \$20. Contractor quoted \$150.	\$130
Maintenance	Repaired deteriorated bulleting board. Cost of new one \$325.	\$260
Administration	Signed up for HP Instant Ink Program to reduce the cost of printer ink.	\$600

**Value Optimization saved \$21,653 and adds service value from vendors**



## 2019 Action Plan

- Monument sign refurbishment
- Replacement of bathroom counter tops
- Clubhouse wood ceiling stain & seal
  - Clubhouse wood trim re-paint
- Paver deck pressure wash and seal
  - Basketball court re-paint
  - Nature Walk restoration
- Kitchen counter tops refinishing
  - Ceiling lights LED conversion
- Kitchen sink and faucets replacement
  - New ceiling fans for clubhouse

## Hospitality

- Halloween Party
  - Santa Visit
- Yard of the Month
- Christmas Lights Contest
- Waterleaf Movie Nights

Waterleaf Homeowners' Association & KWPMC are working together to plan for the future



# ▶▶ Association Team

## Architectural Review Committee

Susan Peters  
Gerald Robichaud  
Brian Cowell

## Social Committee

Justine Wadyko  
Leah Johnson

## Standards Committee

Lori Hart  
Brian Cowell  
Tyler Sheilds  
Sharon Inger

## Enhancement Committee

Susan Peters  
Leah Johnson

## Security Committee

Ruth Johnson

## Community Involvement

Vida Mccullough



Property Management

Alan Ramsay, Regional Manager  
Daniel Cobreiro, District Manager  
Anna Rusenko, Property Manager

Groundskeeping

Charles Johnson

Accounting

Charles Ferris, Accountant  
Roxana Dorigo, Accounting Reviewer  
Michele Perry, AP Associate  
Michele Perry, AR Associate  
Marilu Lumpuy, Collections Associate



# ▶▶ GREAT Values & Mission Statement

## GREAT Values

- G- Greet everyone
- R- Respect
- E- Empowerment
- A- Accountability
- T- Trustworthy and Transparent

## Our Mission Statement

“To provide the highest quality property management service including exceptional accounting, knowledge-based maintenance and dedication to superior customer service and hospitality.”





## KW PROPERTY MANAGEMENT & CONSULTING

### Corporate Headquarters

8200 NW 33rd Street, Suite 300, Miami, FL 33122

Phone: 305.476.9188 Fax: 305.476.9187

Toll Free: 800.514.5770

### SW Florida Office

3365 Woods Edge Circle, Suite 102

Bonita Springs, FL 34134

Phone: 239.495.3428

Fax: 239.495.6292

### Tampa Office

2963 Gulf to Bay Blvd, Suite 265

Clearwater, FL 33759

Phone: 813.448.3981

Fax: 727.253.4949

### Orlando Office

5401 South Kirkman Road, Suite 310

Orlando, FL 32819

Phone: 407.203.7758

Fax: 407.203.7759

### New York Office

75 Maiden Lane, Suite 500

New York, NY 10038

Phone: 212.596.7210

Fax: 212.596.7211

### Ft. Lauderdale Office

13790 NW 4th Street, Suite 107

Ft. Lauderdale, FL 33325

Phone: 954.933.5644

Fax: 954.933.5645

### Bahamas Office

Bimini Bay Homeowners Association

P.O. BOX 024009

Bimini, Bahamas

Phone: 305.476.9188

Fax: 305.476.9187