

Jacob's Way Homeowners Association, Inc.

1941 Mayport Road Atlantic Beach, FL 32233



May 4, 2018

Owner
Address 1
Address 2

Dear Sir or Madam,

This letter is to inform you that there will be a Members' Meeting and Board meeting, on June 7, 2018 at 6:00 pm at the Jacob's Way community park. The goal of the Members' Meeting is to adopt a special assessment to get the entrance gates fully functioning.

To get your neighborhood back to a gated community, the process will be done in two phases.

Phase One: *Installing a new telephone entry system and barrier arms.* These have already been ordered and will be operational within 30 days. The barrier arms help to prevent tailgating and will work in conjunction with the gates when they are repaired in phase two.

Please fill out and return the enclosed Gate Contact Information Form to me, via email, fax or postal mail, ***as soon as possible***. If we do not get this information back before the barrier arms and telephone entry system are installed, ***you will not have access into the community*** without having to contact Elim Services first. This form needs to be filled out by the **owner of the property**.

Your current remotes will work with the new system once you provide us your remote number on the Gate Contact Information Form. Replacement remotes are \$50 each and can be obtained by owners by emailing Christina@ElimServices.com or calling 904-563-5660. It is the owners responsibility to contact Elim Services in regards to getting gate remotes to their tenants.

Also enclosed, is a resident information sheet on the new telephone entry system. Please keep this sheet in a location that you can easily reference for assistance. You may find the form online by going to www.ElimServices.com – customer portal – “jacob”.

Phase Two: *This phase of the project will involve returning the entrance, exit and pedestrian gates to full functioning order, resulting in your community truly being a gated community. We cannot repair the gates without adopting the special assessment of \$150 per home.* It is vital that you attend this meeting or turn in your vote via the enclosed proxy form. Your voice matters!

There will also be a Board meeting, directly following the Members' meeting, in which your Board of Directors will adopt a new rule for a color palette for your community. To view the color palette you may go to www.ElimServices.com – customer portal – “jacob” or you may contact our office to request a copy be mailed to you at no charge.

If you have any questions, please feel free to contact me, Christina Johnson, your Community Association Manager – CAM, to further assist you. I can be reached at 904-563-5660 or Christina@ElimServices.com.

Sincerely,

Christina Johnson

Christina Johnson, CAM
Elim Services, Inc. for
Jacob's Way Homeowners Association