

**Clarcona Resort Condominium Assoc. Inc.**  
**3000 Clarcona Rd. Lot 201 Apopka, Florida 32703**

**SPECIAL BOARD OF DIRECTORS MEETING 02/18/04**

**Date:** February 18, 2004  
**Time:** 3:00 P. M.  
**Place:** Recreation Hall  
**Purpose:** Special Board Meeting

**I. Call to Order:** 3:00PM By President Vince Bufalini

**II. Roll Call:** Members: Mr. Adkison, Mr. Bufalini,  
Mr. Coffman, Mrs. Colfer, Mr. DeGeus, Ms. Lawton, Mrs.  
Rodriguez, Mr. Sievers.

**III. Special meeting called to replace vacated seat of board of  
directors due to the resignation of Mr. Weaver, 02/16/04.  
Motion; Nomination of replacements for vacated seat  
on the Board of Directors.**  
**Nominees:** Votes for \_\_\_\_\_ against \_\_\_\_\_

**IV. Election of Vice President By the Board Members**  
**Nominees** Votes for \_\_\_\_\_ against \_\_\_\_\_

**V. Motion to Adjourn by;**  
**Second by;**

**Adjourned TIME;**

Respectively Submitted



Dan Sievers, Secretary to the Board

Copies: Board Members  
Manager  
Office Copy  
Bulletin Board

**Clarcona Resort Condominium Assoc. Inc.**  
**3000 Clarcona Rd. # 201 Apopka, Florida 32703**

**Unapproved Minutes of**  
**SPECIAL BOARD OF DIRECTORS MEETING 02/18/04**

**Date:** February 18, 2004  
**Time:** 3:00 P. M.  
**Place:** Recreation Hall  
**Purpose:** Special Board Meeting to replace Director.

**I. Called to Order at:** 3:00PM by the President, Vince Bufalini

**II. Roll Call:** Members present were Mr. Adkinson, Mr. Bufalini, Mr. Coffman, Mrs. Colfer, Mr. DeGeus, Ms. Lawton, Mrs. Rodriguez, Mr. Sievers . **A Quorum was present.**

**III. Special meeting called to replace the Vacated seat of board of directors. Due to the resignation of Mr. Weaver, 02/16/04. Motion; Nomination of replacements for vacated seat on the Board of Directors.**

**Nominees:**

<b>A. Bob Alough, by Ms. Lawton</b>		<b>Role Call Vote</b>
Mr. Adkinson	No	
Mr. Bufalini	No	
Mr. Coffman	No	
Mrs. Colfer	Yes	
Mr. DeGeus	Yes	
Mrs. Lawton	Yes	
Mrs. Rodriguez	No	
Mr. Sievers	No	

**Total yes 3, no 5**

**B. Chuck Caldwell, by Mr. Coffman      Roll Call Vote**

<b>Mr. Adkinson</b>	<b>Yes</b>
<b>Mr. Bufalini</b>	<b>Yes</b>
<b>Mrs. Colfer</b>	<b>No</b>
<b>Mr. Coffman</b>	<b>Yes</b>
<b>Mr. DeGeus</b>	<b>No</b>
<b>Ms. Lawton</b>	<b>No</b>
<b>Mrs. Rodriguez</b>	<b>Yes</b>
<b>Mr. Sievers</b>	<b>Yes</b>

**Total Yes 5    No 3**

**Mr. Caldwell was Elected and seated on the Board of Directors.**

**IV. Election of Vice President by the Board Members.  
Nominee**

**Mrs. Colfer,            by Mr. Coffman            Roll Call Vote**

Vote was called and was Unanimous

Mrs. Colfer now is the Vice President of the Association

**V. Motion to Adjourn by; Ms. Lawton  
Second by; Charles Caldwell**

**Adjourned, TIME; 3:05 PM**

Respectively Submitted

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Dan Sievers, Secretary to the Board

Copies: Board Members  
Manager  
Office Copy  
Bulletin Board

# Clarcona Resort Condominium Association, Inc.

## Board of Directors Regular Meeting Minutes February 12, 2004

- I. **CALL TO ORDER:** The Regular Meeting of the Board of Directors was called to order at 7:00 p.m. by Vince Bufalini, President, in the Recreation Hall.
- II. **ROLL CALL:** The roll call of Directors was made by Jerald Pierce. Board members present were: Lee Adkison, Vince Bufalini, Ken Coffman, Sylvia Colfer, Lawrence DeGeus, Janet Lawton, Laura Rodriguez, Dan Sievers and Jesse Weaver. Also, present was Jerald Pierce, representing management.
- III. **READING AND APPROVAL OF MINUTES:** The minutes of the meeting of December 18, 2003 were presented. A motion was made by Dan Sievers, seconded by Janet Lawton to approve those minutes. The motion passed unanimously. The minutes of the January 15, 2004 meeting were presented for approval. A motion was made by Dan Sievers, seconded by Janet Lawton to approve those minutes. The motion was passed unanimously. The minutes from the January 26 meeting were presented for approval. A motion to approve was made by Dan Sievers and seconded by Laura Rodriguez and was passed unanimously. The minutes from the February 5 workshop were presented for approval. A motion was made by Dan Sievers, seconded by Laura Rodriguez to approve. That motion was passed unanimously.
- IV. **OFFICER REPORTS:**
  - A. Presidents Report was given by Vince Bufalini, he noted that the Sunshine Club is having a men only cook out, Feb. 14.
  - B. Secretary's Report: There was no report from the Secretary.
  - C. Treasurer's Report: The Treasurer, Ken Coffman, presented a report from the Treasurer's office which was a summary of the financial activity during the last month was given to each Board member. A copy of official financial records is available in the condominium office.
  - D. Management Report: The Management Report was given by Jerry Pierce. He noted that the D and O insurance is being shopped to get the best rate. Pierce also asked that communications with the office be in writing so as not to be missed. He also noted the new email addresses for the staff members and asked residents to please use them when possible in order to reduce traffic in the office.

### OLD BUSINESS:

- A. Ratification of Covenant Compliance Committee action: A motion was made by Dan Sievers to table the report because the CCC did not meet this month; the motion was seconded by Jan Lawton and was passed unanimously.
- B. Review of New Violations and ones to send to CCC: A motion was made by Laura Rodriguez, seconded by Jesse Weaver to table this item as continuing old business. The motion passed unanimously.

C. Bids for pool repairs: President Bufalini asked management if there are enough bids to require action. Mr. Pierce stated that we are anticipating two more bids next week and recommended tabling this issue at present. A motion was made by Lee Adkison, seconded by Ken Coffman to table this issue. The motion passed unanimously.

D. Bids for fire hydrant testing and flushing: Management presented three bids, one at \$60 each, one at \$50 each and one at \$30 each. A motion was made by Ken Coffman, seconded by Laura Rodriguez to accept the bid from Wayne Automatic Fire Sprinkler Systems, Inc. for the \$30 each proposal. The motion passed unanimously.

E. Surveillance Cameras. As a result of a study done by Dan Sievers and his presentation of his recommendation, a motion was made by Dan Sievers and seconded by Laura Rodriguez to purchase the system that he recommended which uses a DVDR with 4 wired cameras that can be independently controlled and located and subsequently re-located when the need arises at a cost of approximately \$1,687.87 (including \$400 for the DVD Recorder and burner) which can make multiple copies of the pictures. Discussion followed from both the floor and from the Board regarding location and whether the cameras are wired or stand alone. Mr. Sievers stated that the cameras recommended are wired. The question of monitoring was also asked. Mr. Sievers stated that we can determine in the future whether the Management office or someone else would monitor. Discussion was also raised concerning the protections from vandalism. A roll call vote was taken and the motion passed by a unanimous vote.

F. Ratification of Committee Recommendations: Jan Lawton made a motion to adopt the committee overview (policies and procedures) presented by the Management and that they should supercede all previous policies and procedures regarding committees; the motion was seconded by Sylvia Colfer. President Bufalini asked management to read the overview in question. Mr. Pierce read the results of his study and overview. A summary is that only the Violations, Covenant Compliance Committee and the Architectural and Environmental Review Committee be maintained as permanent committees and that other committees may be called upon as ad hoc committees, while the Activities Committee is classed as a special hybrid recreational-social organization as a vital part of the association with members who are volunteers and who will work directly with the manager. A roll call vote was taken and the motion passed unanimously.

G. Membership of Committees: A motion was made by Ken Coffman that the CCC, the AERC and the Violations Committees be approved as permanent committees, with 8 AERC members: Jim Batsakis, Bill Lupo, Vince Bufalini, David Rice, Larry Schnaudigel, Ron Beckett, Gary Voigt, Dan Sievers), on CCC: Duward Kooienga, Odell Walker, Gary Voigt, Joan O'Toole, Marvin Pitts, Chuck Caldwell, Rina Schoen), on Violations: Beth Lucas, David Rice, Judy Rice, Laura Rodriguez, Joyce Weed.). The motion was seconded by Laura Rodriguez. Discussion followed. A roll call vote was taken and the motion carried by a vote of 7 to 2.

#### NEW BUSINESS:

A. Change of Registered Agent: A motion was made by Ken Coffman to name Jerald J. Pierce as the registered agent; the motion was seconded by Jesse Weaver. After discussion, a vote was taken and passed by a unanimous vote.

- B. Establish the Taylor and Carls Payment Plan to offer to homeowners who are behind in their assessments. A motion was made by Ken Coffman and seconded by Laura Rodriguez. After discussion, the motion was passed by a unanimous vote to adopt that recommended plan.
- C. Mr. Coffman made a motion to send past due fines to the attorney for collection. The motion was seconded by Dan Sievers. There was discussion regarding judgments or liens. It was explained that we might get a judgment but we cannot lien the property for fines. A homeowner asked that there be disclosure of what fines have been collected. Mr. Coffman stated that he will address that. The motion was passed by a unanimous vote.
- D. A motion was made by Lee Adkison that the manager's name be added to the list of persons who may receive information on any of the association's bank accounts; the motion was seconded by Jesse Weaver and was passed by a unanimous vote.
- E. AERC Recommended changes: Dan Sievers made a motion that two changes to be made to the AERC requirements (1. to lower the set backs requirements; 2. to allow that room additions be allowed to extend 5 feet beyond the primary unit) be posted 14 days prior to the next board meeting for all unit owners to see and read and discuss at the next Board meeting. Ken Coffman seconded the motion. The motion was passed by a unanimous vote.
- F. Removal of tree on 2300 block. Dan Sievers made a motion that the association should remove the tree. There was no second to the motion and President Bufalini announced that the motion dies for lack of a second.
- G. Pool hours. President Bufalini stated that a resident, Janet Rock, had submitted a recommendation to add "adult only" pool hours for the 2004 season. Laura Rodriguez made a motion that morning hours of 9-11a.m. and 7-9 p.m. in the evening be reserved for adults only. Jesse Weaver noted that the pool is open until 11 p.m. and, therefore the recommendation is in need of revision. The great deal of discussion, with no common recommendation, resulted in the President asking Laura Rodriguez, Lee Adkison and Jerald Pierce to study the pool hours and to made a recommendation for the next meeting. Ms. Rodriguez withdrew her motion.
- H. Implementation of a study to hire armed security: Janet Lawton made a motion, seconded by Sylvia Colfer to allow the Manager to look into the hiring of armed security for a full evening shift, to be funded by Savings and to make a proposal to the next meeting.
- I. Adjournment: A motion was made by Ken Coffman to adjourn. The motion was passed unanimously and the meeting was adjourned at approximately 9:15 p.m.

Prepared by Management for the Secretary, Dan Sievers

Certified Approved:

\_\_\_\_\_, Secretary                      Date: \_\_\_\_\_

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SPECIAL BOARD OF DIRECTORS MEETING 02/18/04**

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- II. Roll Call:** Members present were Mr. Adkinson, Mr. Bufalini, Mr. Coffman, Mrs. Colfer, Mr. DeGeus, Ms. Lawton, Mrs. Rodriguez, Mr. Sievers . **A Quorum was present.**
- III. Special meeting called to replace the Vacated seat of board of directors. Due to the resignation of Mr. Weaver, 02/13/04. Motion; Nomination of replacements for vacated seat on the Board of Directors.**

**Nominees:**

<b>A. Bob Albaugh, by Ms. Lawton</b>	<b>Role Call Vote</b>
Mr. Adkinson	No
Mr. Bufalini	No
Mr. Coffman	No
Mrs. Colfer	Yes
Mr. DeGeus	Yes
Mrs. Lawton	Yes
Mrs. Rodriguez	No
Mr. Sievers	No

**Total yes 3, no 5**

**B. Chuck Caldwell, by Mr. Coffman      Roll Call Vote**

**Mr. Adkinson      Yes**  
**Mr. Bufalini      Yes**  
**Mrs. Colfer      No**  
**Mr. Coffman      Yes**  
**Mr. DeGeus      No**  
**Ms. Lawton      No**  
**Mrs. Rodriguez      Yes**  
**Mr. Sievers      Yes**

**Total Yes 5    No 3**

**Mr. Caldwell was Elected and seated on the Board of Directors.**

**IV. Election of Vice President by the Board Members.  
Nominee**

**Mrs. Colfer,      by Mr. Coffman      Roll Call Vote**

Vote was called and was Unanimous

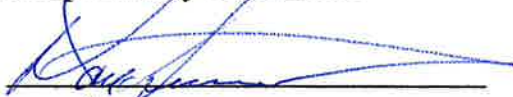
Mrs. Colfer now is the Vice President of the Association

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**V. Motion to Adjourn by; Ms. Lawton  
Second by; Charles Caldwell**

**Adjourned, TIME; 3:08 PM**

Respectively Submitted



Dan Sievers, Secretary to the Board

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Bulletin Board



Attention Vince Bufalini, President  
Clarcona Resort Condominium Association  
February 13, 2004

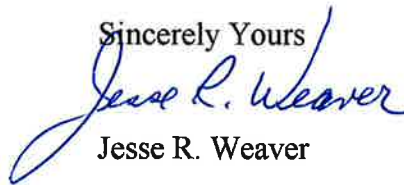
REC'D FEB 13 2004

This letter is to serve as my notice of resignation from the board effective immediately.

My decision is a personal one and is not to reflect any dissatisfaction with the Board or the Association. In fact I wish to thank you for the support I received.

May God bless each and everyone of you..

Sincerely Yours

A handwritten signature in blue ink that reads "Jesse R. Weaver". The signature is written in a cursive style with a large initial 'J'.

Jesse R. Weaver

A small, faint handwritten mark or signature in the bottom right corner of the page.

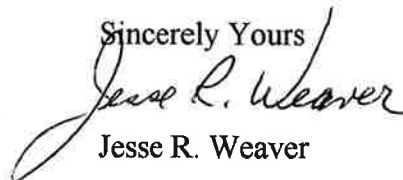
Attention Vince Bufalini, President  
Clarcona Resort Condominium Association  
February 13, 2004

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May God bless each and everyone of you..

Sincerely Yours  
  
Jesse R. Weaver

