

**Managers Contract Committee Meeting  
February 1, 1999**

Members present: Clint Porter, Shifra Boxer, Ken Prothero

Meeting called to order at 9:35 AM by chairman Clint Porter.

Clint porter and Ken Prothero researched two items in the proposed new contract and reported that the two changes were in compliance with the Condo documents and the By-Laws. The new contract language will be submitted to the board of directors and voted on the next board meeting.

After comparing manager salaries from a different sources, a salary between \$39,580( the manager was paid a weekly salary of \$761.17 for the last 5 months of 1998. This equates to \$39,580 a year) and \$40,000 was suggested to be reported to the Board of Directors.

Motion to adjourn at 9:56 AM by Shifra Boxer, seconded Ken Prothero

  
Kenneth Prothero

**Managers Contract Committee Meeting**  
**January 18, 1999**

Members present: Clint Porter, Shifra Boxer, Ken Prothero

Meeting called to order at 10:00 AM by chairman Clint Porter.

Reviewed language in the existing contract and suggested minor changes. Two items required more research in the Condo documents and by laws. Clint porter and Ken Prothero will research these two items and report back at the next meeting.

Each year the magazine, Manager's Report, conducts a survey of condominium managers. They obtain data on many things such as salary and benefits, number of units, cost of units, etc. The survey for 1998, in the December issue, was just received. A request for manager salary information at a condo assoc similar to ours had not been received at the time of the meeting. It was decided that we hold another meeting in two weeks to finalize the contract and the suggested salary to be reported to the board.

Motion to adjourn Shifra Boxer, seconded Ken Prothero

  
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Kenneth Prothero

To: Board of Directors  
From: Bob Barrett  
Subject: Gate Card Reader  
(Interfacing of locks with office computer)

Date: February, 01 1999

I believe that the interfacing of the gate and pool locks with the office computer needs urgent attention. The following issues have to be addressed to accomplish the task.

1. Map the easiest line from the gate reader to the pool house then to the office.
2. This may mean crossing some private property. What do we have to do. Can we use the easement.
3. Put in PVC conduit of a minimum of one (1) inch to the pool house and locks and a minimum of one and one half (1.5) inches PVC to the office from the pool house.
4. The door controller would be best in the pool house pump room as it is most central to any additional locks, cameras, alarms etc. of the future.
5. May need to rent a small trench digger. The cable does not have to be very deep.
6. Suggested that any interchanges of this cable be done with junction boxes.
7. Material required:
  - 1) Approximately two thousand (2,000) feet of cable
  - 2) One thousand (1,000) feet of one (1) inch PVC pipe
  - 3) One thousand (1,000) feet of one and one half (1.5) inch PVC pipe



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**CLARCONA RESORT CONDOMINIUMS ASSOCIATION, INC.**  
**MINUTES OF EMERGENCY BOARD OF DIRECTORS MEETING**

*Special*  
November 23, 1998

Meeting was called to order at ~~8:45~~<sup>7:00</sup> PM by President Porter. The meeting was properly noticed. (see attached signed copies of notice)

The following directors were present: Mr. Porter, Mr. Barrett, Mr. Adkison, Ms. Fox, Ms. Boxer, Mr. Gardner, Ms. Stemock, Ms. Adams and Mr. Schoen. A quorum was present.

The following motion was made by Mr. Schoen and seconded by Mr. Barrett: I put forth a motion to put the issue of individual water meter installation on hold in order to appoint a committee to formulate a water auditing method which will meet the requirements of the St. Johns Water Management District as outlined in their letter to excel Engineering, dated September 21, 1998.

Ken Prothero then put forth a plan to monitor water in lieu of water meters.

Mr. Hillman, Association attorney, spoke on the right of the Board to install meters. It was his opinion that since water is a common expense, the Association has the duty to operate, maintain and repair or replace the common elements. He, also relayed the information from St. Johns (after conversation with Lori Burklew of the District) that the District is headed toward requiring water meters although they do not require it at the present time.

Mr. Barrett gave his scenario on what had occurred on the procedure for obtaining the water permit.

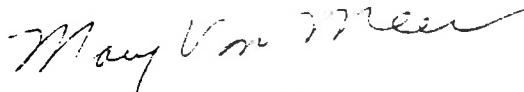
Mr. Porter read a letter from Thomas A. Gustafson, State Circuit Rider, of the Florida Rural Water Association. He had put an overnight flow test on the output valve. He felt it would not accomplish anything in monitoring the water pumped and recommended that the park install water meters on all the users as the only way to monitor use.

After more discussion from Board members and unit owners, Mr. Schoen amended his motion to the following: I put forth a motion to appoint a committee to formulate a water auditing method which will meet the requirements of the St. Johns Water Management District as outlined in their letter to Excel Engineering, Dated September 21, 1998. The motion was then passed unanimously.

Ms. Boxer made a motion and seconded by Ms. Stemock to have Mr. Hillman render an opinion on two certified letters containing complaints received by the Board. Unanimous vote. Motion passed.

There being no more business to come before the Board. Mr. Adkison made a motion for adjournment, seconded by Mr. Barrett. Unanimous vote. Meeting adjourned at 8:45pm.

Respectfully submitted,



Mary Van Meer, Secretary

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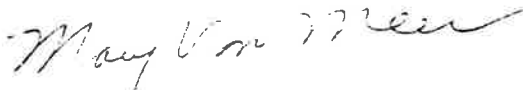


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Ms. Boxer made a motion and seconded by Ms. Stemock to have Mr. Hillman render an opinion on two certified letters containing complaints received by the Board. Unanimous vote. Motion passed.

There being no more business to come before the Board. Mr. Adkison made a motion for adjournment, seconded by Mr. Barrett. Unanimous vote. Meeting adjourned at 8:45pm.

Respectfully submitted,



Mary Van Meer, Secretary

Reserve - Bank of Central Fla	48,000.00	
Reserve FL Power	15,496.03	
Reserve - Regions Bank	<7,119.25>	
Member Receivables	<1,200.00>	
Allowance For Bad Debts		
Total Current Assets		258,361.40
Property and Equipment		
Equipment	105,317.37	
Commons	500,000.00	
Accumulated Depreciation	<92,480.00>	
Total Property and Equipment		512,837.37
Other Assets		
Prepaid Insurance	8,366.00	
Loan Costs	6,638.00	
Accumulated Amortization	<3,099.00>	
Deferred Maint. Fee Income	18,000.00	
Total Other Assets		29,905.00
Total Assets		\$ 801,103.77

### LIABILITIES AND CAPITAL

Current Liabilities	\$	38,052.74	
Accounts Payable		649.36	
FICA Tax Payable		<77.19>	
Other Payroll Payable		1,978.51	
Unearned Income-Operating		277,905.36	
Mortgage Payable/Commons		5,906.00	
Building Advance		16,500.00	
Deferred Income			
Total Current Liabilities			340,914.78
Long-Term Liabilities			
Total Long-Term Liabilities			0.00
Total Liabilities			340,914.78
Capital			
Beginning Balance Equity		246,623.12	
Rounding Account		47,101.85	
Reserve Bathhouse Painting		7,914.18	
Reserve Bathhouse Roofs		37,005.89	
Reserve Pavement Resurfacing		53,401.81	
Reserve Pavement Sealing		49,866.61	
Reserve Rec. Hall Painting		<129.96>	
Reserve Rec. Hall Roof		1,282.33	
Reserve Swimming Pool		1,500.00	
Due to/from Reserves		16,136.91	
Net Income		<513.75>	
Total Capital			460,188.99
Total Liabilities & Capital	\$		801,103.77

Unaudited - For Management Purposes Only



	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Recreation Supplies	89.65	250.00	89.65	250.00
Sewer Supplies	170.76	166.67	170.76	166.67
Mortgage	6,607.54	6,608.17	6,607.54	6,608.17
Professional Fees	0.00	0.00	0.00	0.00
CPA/Audit	0.00	583.33	0.00	583.33
Lawyer/Attorney	0.00	500.00	0.00	500.00
Office Expense	0.00	0.00	0.00	0.00
Adjustments for 1998	0.00	0.00	0.00	25.00
Bad Debt Expense	0.00	25.00	0.00	25.00
Mail/Postage	595.59	441.67	595.59	441.67
Office Supplies & Equipment	1,043.89	833.33	1,043.89	833.33
Printing	0.00	208.33	0.00	208.33
Supplies	0.00	0.00	0.00	0.00
Telephone	356.67	416.67	356.67	416.67
Contingency	0.00	0.00	0.00	0.00
Utility Contract	0.00	0.00	0.00	0.00
Water Permit/License	130.00	41.67	130.00	41.67
Sewer/Southeast	252.50	500.00	252.50	500.00
Sewer Permit/License	0.00	41.67	0.00	41.67
Water/Southeast	252.50	333.33	252.50	333.33
Pool	0.00	0.00	0.00	0.00
Pool Repairs	0.00	0.00	0.00	0.00
Pool Supplies	0.00	0.00	0.00	0.00
Gate Expenses	0.00	0.00	0.00	0.00
Capital Outlay	0.00	1,041.67	0.00	1,041.67
Unanticipated Expense	0.00	1,041.67	0.00	1,041.67
Stolen money-break in	0.00	0.00	0.00	0.00
Total Expenses	59,949.01	59,808.18	59,949.01	59,808.18
Net Income	\$ <513.75>	\$ <0.02>	\$ <513.75>	\$ <0.02>

For Management Purposes Only