

# CLARCONA RESORTS CONDOMINIUM ASSOCIATION, INC.

## SPECIAL BOARD OF DIRECTORS MEETING

18 March, 1999

### MINUTES

A Special Meeting was called to order by President Bufalini at 7:00 PM. The meeting was properly noticed. (see attached signed copies of notice)

The following directors were present: Mr Bufalini, Mr Adkison, Mr Barrett, Ms Boxer, Ms Fox, Mr Prothero, Mr Schoen and Mrs Stemock. Mr. Porter was absent. A quorum was present. *Ms Fox absent. Mr Porter was present.*

First item on the Agenda was appointing a Fining/Hearing Committee. The committee must have a minimum of three members, none of which shall be on the Board.

Appointed members are Laura Rodrigues, Ansel Woods and Fred Zweydoff. Mr Wood and Mr Zweydoff were not present at the meeting. It was the consensus of the Board to wait and see if they accepted. Also, Mr Bufalini asked for more volunteers for the Committee.

Ken Prothero made a motion to ask for letter accepting Hearing/Fining Committee. Seconded by Ms Boxer. Motion carried.

Second item on the Agenda: Procedure for Violations.

D-1--Add wording to first letter at end of first paragraph: "If you are an absentee owner of an un-occupied unit and you have made arrangements with someone to care for your unit during your absence, please advise the Manager as to whom to contact." Also after paragraph citing what the violation rule was, specify what the violation was for that unit. Mr. Schoen made a motion to accept change to letter one. Mr Barrett seconded. Motion carried.

D-2--Mr. Schoen made a motion to accept addition of: After RE: Lot #, have RE: 1st letter, date and first paragraph should read: Please be advised that this is a second notice." Seconded by Ms Stemock. Motion carried.

**(MINUTES of 18 March, 1999 meeting continued)**

E-1--Mr. Schoen made a motion to the following changes to the third letter: 1. date of first letter, date of second letter. then paragraph: Please be advised this is the third and final notice. 2nd paragraph: the Hearing/Fining Committee, instead of Violation Committee. Fourth paragraph, last sentence to read, "contact office by phone or facsimile of letter" Mr. Barrett seconded motion. Motion carried.

F--Commercial Parking Lot Procedures: Mr Schoen made a motion to table item and bring up at next Board Meeting after some research. Seconded by Ms Boxer. Motion carried.

Since there was no more business before the Board, Ms Boxer made a motion to adjourn. Seconded by Mr. Adkison. Unanimous vote.

Ms Boxer made motion to adjourn. Seconded by Ms Stemock. Meeting adjourned at 8:50 PM.

Respectfully Submitted,



Jan Stemock  
Secretary

**(MINUTES of 18 March, 1999 meeting continued)**

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NOTICE OF SPECIAL MEETING  
BOARD OF DIRECTORS OF  
CLARCONA RESORT CONDOMINIUM  
ASSOCIATION, INC.

DATE: THURSDAY - MARCH 18, 1999

TIME: 7:00 PM

PLACE: REC HALL  
3000 CLARCONA ROAD  
APOPKA, FLORIDA

PURPOSE: 1. TO APPOINT HEARING/FINING  
COMMITTEE  
2. RESTRUCTURE VIOLATIONS  
PROCEDURES

POSTED  
3/12/99

*Rem  
3/24/99  
DR*

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# FIRST LETTER

4/5/99

(STANDARD CLARCONA RESORT HEADING)

NOTE: all changes and additions are printed in **bold lettering**.

First paragraph, second sentence: "Please be advised that you have seven (7) days to correct the violation(s).

Insert as second paragraph: If you are an absentee owner of an unoccupied unit and you have made arrangements with someone to care for your unit during your absence, please advise the Manager if you wish us to contact them.

ADDITIONAL NOTE: There should be more space in the "Violations" section in order to add handwritten details of violation(s) when necessary. ie; "CLEAN AND SANITARY CONDITION" covers a lot of ground like trash in yard, green moldy roof, dirty trailer, etc.

During a recent inspection of the property by management and the Violations Committee, it was noted that the following item (s) require your immediate attention. Please be advised that you have seven (7) days to correct this violation (s). If you have any questions concerning this matter, please feel free to contact our office. If this problem has been already taken care of, please disregard this notice.

Violation:

**OUTSIDE OF UNIT NEEDS CLEANED** - "By-laws - Article XVI - Rules and regulations - **SECTION 3 - LETTER D** - All parts of the Camp Resort, including each Unit and trailers or tents thereon, shall be kept in a clean and sanitary condition."

We appreciate your cooperation in getting these matters corrected promptly, and thank you for your cordial attention and understanding in our efforts to maintain an attractive community.

FOR THE VIOLATIONS COMMITTEE  
CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC.



Nadine Bagwell  
Manager

cc: file

(STANDARD CLARCONA RESORT HEARING)

**SECOND LETTER 4-5-99**

The following additions to the first letter will make it the second letter. Bold lettering indicates changes or additions.

Re: Lot # \_\_\_\_\_ (existing)  
Re: Date of first letter \_\_\_\_\_

Insert as a one sentence first paragraph: **Please be advised that this letter is a second notice.**

Add to existing first paragraph as third sentence after "- - - to correct this violation(s)." If the violation(s) are not corrected within this time frame you will be requested to appear before the Hearing/Fining Committee to explain why you have not complied.

← THIS SHOULD BE BOLD LETTERING ON LETTER

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FOR THE VIOLATIONS COMMITTEE  
CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC.

*Nadine Bagwell*  
Nadine Bagwell  
Manager

cc: file



**THIRD LETTER 4.5.99**

(STANDARD CLARCONA RESORT HEADING)

NOTE: All changes/additions to third letter are printed in bold print.

Re: Lot # \_\_\_\_\_ (existing)  
Re: Date of 1st letter \_\_\_\_\_  
Date of 2nd letter \_\_\_\_\_

Second paragraph:  
The **Hearing/Fining Committee** - - -".

Fourth paragraph, last sentence:  
"- - - by phone or facsimile of letter."

Letter ending: (In bold capitols)

**FOR THE HEARING/FINING COMMITTEE  
CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC.**

Vincent Bufalini  
Ass'n. President

CC: Park Manager  
CC: All Directors