

# Clarcona Resort Condominium Association, Inc.

## REGULAR BOARD OF DIRECTORS MEETING

Minutes, June 12, 2008

- I. **CALL TO ORDER:** A regular meeting of the Board of Directors of Clarcona Resort Condominium Association was called to order by President Bill Church at 7:00 p.m. on June 12, 2008, in the Clarcona Resort Condominium Association Recreation Hall, Apopka, Florida.
- II. **OPENING CEREMONIES:**
  - A. Pledge of Allegiance
  - B. Prayer: Lord's Prayer
- III. **ROLL CALL:** Secretary Sheri Jessup called the roll. Present were: Bill Church, Tony Donato, Erich Hohm, Bob Leonard, Florence McNeill, Dave Shannon and Carl Vandergrift. Bob Albaugh attended the meeting via telephone. Lee Adkison was absent.  
Lee Adkison arrived at 7:03p.m.
- IV. **READING THE MINUTES OF THE PREVIOUS MEETING:** Motion by Dave Shannon, seconded by Lee Adkison to accept the minutes of the May 2008 Regular Board of Directors meeting as written and hear the reading of the minutes of the Special meeting held on May 19, 2008, at the next Regular Board of Directors meeting on July10, 2008. Motion passed unanimously.
- V. **REPORTS:**
  - A. **President: Bill Church.** No Report
  - B. **Vice President: Erich Hohm.** No report.
  - C. **Manager: Dave Shannon.** The new office is up and running. Juveniles have been trespassing at the Sewer Plant and Homeland Security and the Orange County Sheriff's Office were notified.
  - D. **Treasurer's Report: Tony Donato.** Treasurer's May 2008 Activity Report read and submitted.
  - E. **Committee Reports:**
    1. **AERC: Mary Lou Weaver, Lot 501.** Written report read and submitted.  
**Utilities: Mary Lou Weaver, Lot 501.** Written report read and submitted.
    2. **Why Not News: Mary Lou Weaver, Lot 501.** Written report read and submitted.
    3. **CCC: Bob Barrett, Lot 1307.** May 2008 meeting minutes read.
    4. **Violations: No Report.**
    5. **Non-Committee Reports:**
      - i. **Homeowners Forum: Rina Schoen, Lot 1205.** Report read.
      - ii. **Sunshine Club: Faye Hohm, Lot 115.** Community Block Party August 2, 2008.
      - iii. **Neighborhood Watch: Sheri Jessup, Lot 337.** Next meeting June 19, 2008, to discuss Community Block Party.
- VI. **OLD BUSINESS**
  1. **Consider changes in Gate House Policy.**

Motion made by Carl Vandergrift and seconded by Florence McNeill to send the Policy back to AERC for review of the changes. Board discussion included underline and cross through of the policy to show the changes made, our bylaws give AERC the power to interpret and clarify, notification of homeowners, originally a Manager's Policy. Bob Barrett, Lot 1307, Rina Schoen, Lot 1205 and Jim Botsacos, Lot 659 were recognized and spoke. On a roll call vote Erich Hohm, Bob Leonard, Florence McNeill, Carl Vandergrift and Bill Church voted yes. Lee Adkison, Bob Albaugh, Tony Donato and Dave Shannon voted no. The motion passed.

**Motion by Dave Shannon and seconded by Lee Adkison to add an item to the agenda.** Mr. Anselon, Lot 2400 was recognized and spoke. Motion carried unanimously.

Motion made by Dave Shannon and seconded by Lee Adkison to address the request for a resolution that DBPR (Department of Business and Professional Regulation) requested a response to this week, identifying William C. Church, Association President, as the qualified representative for the Association in matters involving the DBPR concerning the declaratory

statement regarding records request. Vince Bufalini, Lot 672 was recognized and spoke. Motion passed unanimously.

## VII. NEW BUSINESS

**1. Approve fines for CCC and letters going to CCC.**

Motion made by Erich Hohm and seconded by Dave Shannon to approve the fines and send to the Association office for processing. Motion passed unanimously.

**2. Recoat the inside of the water storage tank.** Manager Dave Shannon explained the agenda item. Treasurer Tony Donato stated that for something as essential as this, the Association has the money needed. Motion made by Dave Shannon, seconded by Bob Leonard to accept Wayne's Diversified Services proposal to recoat the inside of the water storage tank. Dave Crossland, Lot 448 was recognized and spoke. Motion passed unanimously. The recoated water tank should last approximately 10 years. Replacement of the water storage tank needs to be addressed in the budget.

**3. Request a declaratory statement from DBPR concerning records requests.**

This item was addressed at the May 8, 2008 Regular Board of Directors meeting.

**4. Marylyn Brown's request for payment of damaged carpet and plumber's bill.** Manager Dave Shannon described the incident. Rina Schoen, Lot 1205, Jack Jordan, Lot 316, Bob Barrett, Lot 1307, Faye Hohm Lot 115 and Mike Parker, Lot 319 were recognized and spoke. After Board discussion there was a motion by Lee Adkison and seconded by Florence McNeill, that the Association does not pay the bill because the Association was not negligent. Motion passed unanimously.

**5. Asphalt the parking area at the gate and have the exit lane recoated with asphalt. Add a parking area behind the sign at the road.**

This is a continuation of the implementation of the 2006 Gate House and entryway plan. After Board discussion there was a motion by Carl Vandergriff and seconded by Dave Shannon to asphalt the parking area at the gate and have the exit lane recoated with asphalt, and to add a parking area behind the sign at the road. The following members of the audience were recognized and spoke: Gail Crossland, Lot 448, Bob Barrett, Lot 1307, Faye Hohm, Lot 115 and Rina Schoen, Lot 1205. Lee Adkison, Bob Albaugh, Bill Church, Erich Hohm, Bob Leonard, Florence McNeill, Dave Shannon and Carl Vandergriff voted yes. Tony Donato voted no. The motion passed.

**6. Consider Mr. Bufalini's latest official inquiry.**

Motion by Dave Shannon and seconded by Lee Adkison that we respond to Mr. Bufalini's records inquiry stating that the courts have answered part of his inquiry, the DBPR has answered part of his inquiry and we are awaiting an Attorney's Opinion to finalize his inquiry. Rina Schoen, Lot 1205 was recognized and spoke. Treasurer Tony Donato stated that the extended period of resolving the Settlement Agreement is not causing the Association and homeowners any additional costs. Motion passed unanimously.

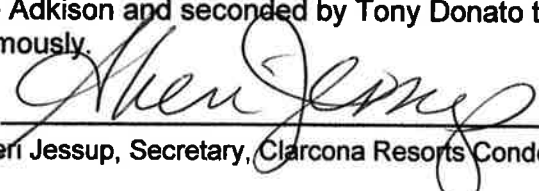
**7. Consider sale of 1305 @ \$20,000.00.**

Motion made by Lee Adkison and seconded by Bob Albaugh to sell Lot 1305 to Jake Lounsbury for \$20,000.00. Motion passed unanimously.

## VIII. ADJOURNMENT

Motion by Lee Adkison and seconded by Tony Donato to adjourn the meeting at 8:45pm. Motion passed unanimously.

Prepared by Secretary: \_\_\_\_\_

  
Sheri Jessup, Secretary, Clarcona Resorts Condominium Association

Certified as approved: \_\_\_\_\_

Copy to: Lee Adkison, Bob Albaugh, Bill Church, Tony Donato, Erich Hohm, Bob Leonard, Florence McNeill, Dave Shannon, Carl Vandergriff

CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC.

TREASURER'S REPORT

OPERATING FUNDS

MAY 2008 ACTIVITY

RECEIPTS AND DISBURSEMENTS

Bank	Deposits	Disbursements	Balance
Colonial Bank	\$ 121,176.28	\$ 122,078.29	\$ 63,824.99
SunTrust Bank	19,994.87	11,168.62	61,754.10
Total Operating Funds	\$ 141,171.15	\$ 133,246.91	\$ 125,579.09

DELINQUENT ACCOUNTS AS OF 5/31/08: DETAILS AVAILABLE UPON REQUEST.

BY: TONY DONATO, TREASURER  
6/12/08

**CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC  
AERC COMMITTEE**

Report to the Board of Directors, June 12, 2008

The AERC Committee processed 9 applications during May. 8 were approved, 1 disproved – needed more information.

The committee made several field trips to advise the residents on requirements on set-backs, material requirements and various standards which have been board approved.

The committee spent time each morning during the week of May 21, with input from Vince Bufalini and Eric Hohm reviewing the corrected Gate Keepers Policy and changes to be made were discussed.

Dave Shannon made available the Zellwood Gate Policy which was reviewed, and some useful additions to our policy were noted.

Eric Hohm presented suggested additions to be added to Article XVI , Rules and Regulations (I). The changes were made.

Eric Hohm also presented the position description of the Gatehouse Lead. It was reviewed, and more additions made.

Respectfully Submitted,



Mary Lou Weaver, Secretary

**CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC. UTILITIES COMMITTEE**

Report to the Board of Directors, June 12, 2008

On-going discussions on the drainage problems in various areas of the park and their possible solutions were held. A backhoe was rented to be used in trenching some of the areas. Some of the other areas with drainage problems were trenched by hand by the committee and maintenance. The need to have the planned work of cleaning out the drain pipes completed before the hurricane season was seen of utmost importance. Forms have been signed by some of the residents to relieve the Association of responsibility in working on their property to correct drainage problems. Materials needed and work process in the areas is an ongoing discussion.

Field trips have been made to help make plans on the front gate improvements. Diagrams and suggestions were discussed.

Efforts to clean up areas of the park are still on-going with requests for anyone with any amount of time for help with the project to meet by the Sewer Plant.

Respectfully Submitted

A handwritten signature in cursive script that reads "Mary Lou Weaver". The signature is written in dark ink and is positioned below the typed name.

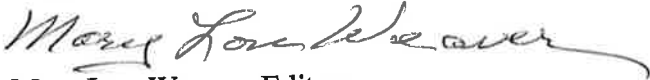
Mary Lou Weaver, Secretary

CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC.  
WHY NOT NEWS COMMITTEE

Advertisers continue to subscribe to our newsletter. This shows our success in reaching costumers. Still good news this month – our cost for printing our newsletter was \$ 408 and our ads brought in \$ 430 !! So we are still a little ahead of the game ! Any help contracting ads is greatly appreciated. Money saved by our being under budget is money ahead in Association Funds !

Please remember to submit birthdays, anniversaries or important events either at the office or directly to me. I don't know unless it is submitted.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Mary Lou Weaver". The signature is fluid and extends to the right with a long tail.

Mary Lou Weaver, Editor

# CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC.

## MANAGEMENT REPORT

June, 2008

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### MONTHLY RECURRING ITEMS:

- Collected assessments, posted payments and deposited funds.
  - Discussions with attorneys regarding collections and coordination of payments
  - Handled letters and telephone calls from residents in response to dues notices
  - Updated records and liens on outstanding assessments.
  - Updated new owner records per warranty deeds submitted
  - Updated records regarding foreclosure actions
  - Handling, approving and scheduling employee work times and vacation times
  - Scheduling of Sheriff's patrols and reviewing nightly patrol logs
  - Communicated with title companies regarding closings and assessments
  - Balanced monthly checking statement
  - Arrangements for private use of Recreation Hall
  - Issued gate passes and cards according to documents
  - Daily review of Gate Logs
  - Handled letters and telephone calls in response to Violation letters
  - Compose certified letters for CCC hearings.
  - Discussions with residents regarding complaints; issued letters in cases of merit
  - Respond to DBPR complaints.
  - Provide Records Request information for Unit Owners.
  - Respond by Certified Letter to official written inquiries from residents.
  - Discussions with residents regarding AERC applications
  - Authored Manager's articles for Why Not News letter
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### ADMINISTRATIVE:

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This month has seen the change in the Statements for Assessments and Electricity. The new Tops program now puts the electric and maintenance charges all on one statement. We have asked the Tops programmers to try and develop a way to include the meter readings on the statements. They have repaired the problem and now the KWH's and the meter readings are included.

### FINANCIAL INFORMATION:

1. Copies of the monthly Profit and Loss Statement were placed in each Board Members file, with copies of the monthly Balance sheet.
2. Copies of the latest Check Registers are available upon request.
3. A Financial report will be given at the Board Meeting.

**EMPLOYEE TURNOVER: None**

## **GATEHOUSE ISSUES/GATE:**

1. We have our cameras taping at the gate house. The tapes will be kept for use in prosecuting and assisting in identifying persons who cause problems at the gate house. The tapes have helped with prosecuting individuals who have run through the gate.

## **VANDALISM:**

The bath house areas still continue to be a problem area. We are still experiencing theft of supplies and damages to the buildings have escalated. Protect your property; you own these facilities, report problems to the office. Some areas of the Park are under video surveillance, anyone caught damaging property will be prosecuted to the fullest extent of the law.

## **FINES ISSUED BY CCC:**

The fines issued for the month of May.

- 339 West, guest speeding, dismissed
- 2514 McAllan, 4 cars parked, \$30.00 adm fee, dismissed
- 345 Clement, guest , speeding, dismissed.
- 349 Laman, numbers, \$30.00 adm fee.
- 404 Morris, mildew on trailer, \$30.00 adm fee.
- 454 Durand, speeding, \$30.00 adm fee.
- 639 Collins, no skirting, \$30.00 adm fee. & \$50.00 a day up to \$1000.00.
- 751 Greenhut, no house numbers, \$30.00 adm fee.
- 819 Houghton, no house numbers, \$30.00 adm fee.
- 830 Watkins Realty, lot numbers hard to read. \$30.00 adm fee.
- 1110 Johnston, junk on patio and behind shed, \$30.00 adm fee.
- 1126 Lounsbury, speeding motorcycle, Roland Caunel will not be allowed to drive a motorcycle of any kind in this Park.

## **COMPLAINTS AND RESPONSES:**

A number of complaints continue to come in to the condo office that has to do with subjects over which the condominium has no authority. All residents must understand the purpose and authority of the condominium. If you have a valid complaint you may fill out a complaint form and sign it, then turn it into the office. Unsigned forms will be discarded. The office must address complaints on a daily basis about speeding and the parking of vehicles in the street as to obstruct traffic. These matters have been addressed by the Board in the past and speeding violators will posted outside Park, improperly parked vehicles will be towed. PARK SPEED LIMIT 10 MPH

## **WATER SYSTEM REPORT:**

Copies of the monthly operation report for the water plants are on file in the office. The overall operation of our facility is in compliance. The Maintenance department



## **SEWER PLANT REPORT:**

The wastewater treatment facility is also in compliance, copies of the current report can be obtained at the office.

## **GROUNDS AND MAINTENANCE:**

They have been working on the bath houses and landscaping. The Maintenance crew has been busy throughout the Park.

## **LEGAL:**

- 338 Cooper, sent cost deposit that was required from Association.
- 352 Shade, Prepared lien.
- 426 Deberry, Attorney reviewing title work probate not yet filled.
- 1314 Torvestad, Attorney has prepared complaint.
- 1210 Duplantis, collections
- 403 Pisco, collections
- 611 Dias, collections
- 202 Shankland, collections
- 327 Shankland, collections
- 441 Shankland, collections
- 447 Shankland, collections
- 634 Shankland, collections
- 773 Appl, collections
- 775 Appl, collections
- 515 Castillo, collections
- 822 Gomez, collections
- 815 Richardson, collections
- 815 Richardson, collections for fines.
- 306 Rothwell, collections
- 1408 Steele/Anderson, collections
  - Fred Garland, fines
  - Jean Lewis, fines
  - Salvatore Pastore, fines
  - Toney Phillips, fines
  - Larid Sennett, fines
  - Dorothy Sennett, fines
  - Willard Glover, fines

## **AERC:**

May 14, 2008

- 565 Larry & Linda LaMiranda, wood deck, approved
- 751 Utegg, remove 4 trees, approved.
- 2216 Joseph Lane, Golf cart permit, approved
- 2711 John Hollingsworth, prefabricated gazebo, approved.

**May 21, 2008**

**2410 Steve & Jocelyn Rogers, move storage shed, disapproved.**

**May 28, 2008**

**337 Sheri Jessup, golf cart permit, approved.**

**1212 James Patterson Sr., carport, approved.**

**2911 Richard Hakman, fence panels, approved.**

**ACTIVITIES:**

**See the big board in the center coral for events.**

**NEW OWNERS:**

**731 James Norris to Giovanni Petrucci**

**VIOLATIONS:**

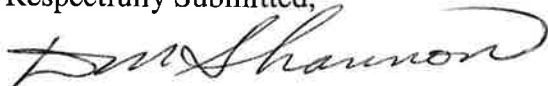
**The violations committee has again been very active. Most unit owners have complied and corrected their violations. The CCC will be addressing 4 unit owners who did not correct their violations.**

**SECURITY:**

**For the most part our security is being taken care of by our Neighborhood Watch, with the Sheriff's Patrols being used to assist. Neighborhood Watch now has a daytime patrol.**

The Neighborhood Watch has agreed to help the gate personnel with unauthorized guests after 10:00 PM. We all appreciate the efforts of the Neighborhood Watch. Keep up the good work, you are making a difference. The only way we will ever make a difference in this Park is for everyone to work together.

Respectfully Submitted,



Dave Shannon