

Clarcona Resort Condominium Association, Inc.

REGULAR BOARD OF DIRECTORS MEETING

Minutes, August 14, 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 7:01 p.m. on August 14, 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: Bob Albaugh, Bill Church, Tony Donato, Erich Hohm, Florence McNeill, Dave Shannon and Carl Vandergriff. Lee Adkison and Bob Leonard were absent.
- IV. **READING THE MINUTES OF THE PREVIOUS MEETING:** Motion by Dave Shannon seconded by Bob Albaugh to accept the minutes of the July 2008 meeting as written. Motion passed unanimously.
- V. **REPORTS:**
 - A. **President: Bill Church.** Earth Day clean up activities continue on Saturday, August 16, 2008, at 10:00 a.m.
 - B. **Vice President: Erich Hohm.** No Report.
 - C. **Manager: Dave Shannon.** Maintenance has finished the tile floors in the bathhouse laundry rooms, and are working on tree trimming, street repairs and the dry wells. The pool inspection by Orange County Health Department rated very high. We need to continue keeping the debris out of the pool and make sure that everyone follows the pool regulations because Orange County Health Department does make surprise inspections.
 - D. **Treasurer's Report: Tony Donato.** Written report read and submitted. Deposits were approximately \$17,000 less than disbursements for the month of July 2008. This is an indication that we are not collecting all that we should be collecting. We have reduced the number of banks we are working with by discontinuing using 5/3 Bank. The five remaining banks are adequate for our current level of funds.
 - E. **Committee Reports:**
 1. **AERC:** Mary Lou Weaver, Lot 501. Written report read and submitted.
 2. **Utilities:** Mary Lou Weaver, Lot 501. Written report read and submitted.
 3. **Why Not News:** Mary Lou Weaver, Lot 501. Written report read and submitted.
 4. **CCC:** Tim Jessup, Lot 337. Report read.
 5. **Violations:** No Report.
 6. **Non-Committee Reports:**
 - i. **Homeowners Forum:** No Report.
 - ii. **Sunshine Club:** No Report.
 - iii. **Neighborhood Watch:** No Report.
- VI. **OLD BUSINESS**
 1. **Approve Paying taxes on 426 so we do not loose this one to tax sale.** Motion by Erich Hohm and seconded by Bob Albaugh to approve paying taxes on 426 so we do not lose this property to tax sale. The taxes are approximately \$695 for two years. Motion passed unanimous.

2. **Approve renting lot 1305 to Robert Lounsbury until Rajtar can issue title insurance and the sale can be complete.** The Board discussed the requirement for holding the property two years before the sale to be able to get title insurance issued. The lot will be rented for \$200 per month plus condo dues. He has a contract to purchase. Shearon Church, Lot 1121, Rina Schoen, Lot 1205 and Tim Jessup, Lot 337, were recognized and spoke. Motion by Erich Hohm, seconded by Carl Vandergrift to approve renting lot 1305 to Robert Lounsbury until Rajtar can issue title insurance and the sale can be completed. Motion passed unanimously.

VII. NEW BUSINESS

1. **Approve fines for CCC and letters going to CCC.** Motion made by Erich Hohm and seconded by Carl Vandergrift to accept the fines as written. Motion passed unanimously.

2. **Approve auto renew of CD at Wachovia Bank (\$61,124.59) or relocate CD to better option.** Tony Donato, Treasurer, addressed promotional rates and availability for this and other banks. Mr. Donato recommends that assuming promotional rates continue at Wachovia it would be in our best interests to renew the CD. There is also another CD coming up for renewal in September. The special promotional rate for the Money Market account at Washington Mutual also expires this month. Rina Schoen, Lot 1205, was recognized and spoke. Motion made by Erich Hohm, seconded by Carl Vandergrift to allow the Treasurer to find adequate facilities to benefit us in interest. Motion passed unanimously.

3. **Approve funds for replacing storm drain from street at Gate House, at a cost of about \$1,500.00 plus back hoe rental. This coincides with the dry wells to be installed, to help with storm water management.** Carl Vandergrift provided information that it will cost \$1,300 to buy the pipe, \$100-150 for roadside drain box, drain lid for \$75-100 and back hoe charges for \$600-700. Dave Shannon states that the initial concept was to install pipe without a drain box but Mr. Vandergrift's opinion on these items is excellent, we need to add these. The drain box and lid are important for the collection of silt and leaves for removal so they do not go into the pipe. Motion made by Tony Donato, seconded by Bob Albaugh to approve up to \$3,000 for work as described by Carl Vandergrift and Dave Shannon. Motion passed unanimously.

4. **Streamline the late notices to Unit Owners. The May 7th, 2005 policy that was passed by the Board. Eliminate the late notice dated on the 11.** After Board discussion regarding cost of postage, supplies and labor, a motion was made by Carl Vandergrift, seconded by Erich Hohm to cancel the notice on the 11th and consider the original bill as the first notice. Rina Schoen, Lot 1205, was recognized and spoke. Motion passed unanimously.

5. **Approve Pooling method for Reserves to be voted on at the Annual Membership Meeting.** Motion made by Tony Donato and seconded by Erich Hohm to postpone this to the next meeting where we have 100% attendance of the Board. The next Pooling Method for Reserves Workshop is scheduled for Tuesday, September 2, 2008, at 7:00 p.m. in the recreation hall. Motion passed unanimously.

VIII. ADJOURNMENT

Motion by Florence McNeill and seconded by Tony Donato to adjourn the meeting at 7:54 pm. Erich Hohm voted no. The motion passed.

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 Vandergrift

CLARCONA RESORT CONDOMINIUM ASSOCIATION, INC.

MANAGEMENT REPORT
August, 2008

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

ADMINISTRATIVE:

At our new office, a walk up window has been installed for your convenience and to help keep the confusion down inside the office. A new drive up night drop box is located just outside the office.

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.
4. A copy of the annual financial report will be mailed or hand delivered to the unit owner without charge upon receipt of a written request by the owner.

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. No guests are allowed in the Park between the hours of 10:00 pm & 6:00 am unless they are registered before 10:00 pm. If your guest is one of the 5 on your guest list then you may call before 10:00 pm for them to be admitted. If someone is not on your guest list you must go to the gate house before 10:00pm and fill out a form for their admittance.

VANDALISM:

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 July.

- 250 Dawn Kranich, check windows for compliance.
- 306 Keri Hansel & Jeffery Rothwell, \$30.00 adm fee and car and driver posted out for 30 days.
- 412 Irene Comfort & Dennis Hunsinger, \$30.00 adm fee and told to apply for an AERC Permit
- 532 Edward C. Marrs, \$30.00 adm fee and Motor Cycle, Car & driver posted out for 30 days.
- 2120 Joseph Massaro, \$30.00 adm fee and \$50.00 a day up to \$1000.00 until corrected.
- 2310 Kevin E. Burke, \$30.00 adm fee and check unit in 30 days for compliance.
- 2514 Gail McAllan, \$100.00 fine and will check back next month.

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 be 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.

SEWER PLANT REPORT:

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

GROUPS AND MAINTENANCE:

On August the 12th we had an inspection from the Orange County Pool inspector and everything was in compliance.

LEGAL:

- 338 Sun Resorts, 70 lots turned into collections.
- 352 Cooper, Prepared letter to Hugh Doty requesting a court order appointing him as guardian.
- 1314 Shade, Prepared lien.
- 1315 Deberry, prepared verified complaint.
- 1210 Torvestad, sent complaint, Lis Pendens Summonses, and cover sheet to clerk for filing.
- 403 Duplantis, collections
- 611 Pisco, collections
- 202 Dias, 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
- 1106 Fred Garland, fines
- 351 Jean Lewis, fines
- 671 Salvatore Pastore, fines
- N/R Toney Phillips, fines
- 1109 Laird Sennett, fines
- 703 Dorothy Sennett, fines
- 809 Willard Glover, fines

AERC:

Julyth, 2008

No report received

ACTIVITIES:

See the big board in the center coral for events.

NEW OWNERS:

- 261 Sun Resort to Henry & Patricia Shelly
- 429 John M. Barfkovich to Frank Martin
- 606 Oscar & Betty Davis to James Chalmers
- 814 Bruce & Connie Andrew to Edward & Magalys Dunn

VIOLATIONS:

The violations committee has again been very active. Most unit owners & renters take pride in our community and keep their units and property looking great. You can avoid the violation letters and the fines by just taking a few minutes and check your property to see what your neighbors might be seeing.

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.

For some reason there are a few people who reside in this Park who think that the Association is here to protect them. Entry into the Park for those who do not belong or have been removed from a guest list, has become more difficult. The Association is trying to make this a true gated community, things are still difficult, but it is better now then when I moved into this Park.

Respectfully Submitted,



Dave Shannon
Manager, CRCA