

Orientation Meeting

Clarcona Resort Condominium Association Inc.

Place: 3000 Clarcona Rd Apopka, FL 32703

In the Rec Hall and via Zoom

Meeting ID: 881 2360 1581

Password: 326577

Time: 09:00 a.m. DATE: Tuesday August 23rd, 2022

Call to Order

9:08 a.m.

Quorum

David Peck, Amy Drake, Bill Church, and Christy Moore. Absent; Noel Warner.

Also in attendance, Ana Arias, Manager.

Minutes

Minutes were not reviewed.

Unfinished Business

- a. **Booklet Update** – Amy reported that the booklet has been updated with the latest policy changes. Pictures will be completed by the office staff; Amy will provide list of pictures needed.

New Business

- a. **Registration for Orientation** – Calendar registration is now available on the association's website. The requirement to register for Orientation needs to be included in the gatekeeper's policy, which is subject to Board approval.
- b. **Calendar**
 - i. **Presenter Schedule** – Noel and Amy would like to volunteer to present for more Orientation classes. Set "Spanish Available" dates in the calendar for days Amy hosts. Need to verify scheduling with Noel, Amy can do the 2nd Monday and 4th Thursday of the month (Spanish availability). David will take Monday the 19th and Thursday the 22nd of September.
 - ii. **Procedure for cancellation** – If a presenter cannot make Orientation, notify the office as soon as possible, preferably 24 hours in advance. Office will coordinate another presenter or cancel orientation if none are available.
- c. **Training**
 - i. **Amenity Access Registration** – Completing the google form for Amenity Access will now be part of the orientation class.
 - ii. **ONR Registration** – Incoming residents that register for orientation will be added to ONR prior to the class. During orientation, presenters will give a demo of the app, and provide website information for more tutorials. Training on Friday, August 26th at 3:30 p.m.
- d. **Video (English/Spanish)**- Amy suggested making the power point the video. Power point will be created by committee. Power point will be based on the booklet.

Adjournment

10:36 a.m.