

# NOTICE

CLARCONA RESORT CONDOMINIUM  
ASSOCIATION, INC.

## BOARD of DIRECTORS MEETING--CONTINUATION FROM FEB. 14, 2002

**DATE: FEBRUARY 21, 2002**

**TIME: 7:00 PM**

**PLACE: REC HALL**

## BOARD OF DIRECTORS MEETING

**Date:** February 21, 2002

**Time:** 7:00 P. M.

**Place:** Recreation Hall

**Purpose:** Continuation of Regular Board of Directors meeting  
February 14, 2002. The meeting was properly noticed

- I. Called to Order at:** 7:00PM By the President Mr. Weaver.
- II. Roll Call:** Members present were Mr. Adkison, Mr. Boatright, Mrs. Colfer, Mrs. Cooper, Mrs. Lawton, Mr. Weaver, Mr. Wick.  
Absent members Mr. Bufalini, Mr. Healey.

**A Quorum was present.**

**III. New Business:**

1. 2002 Budget:

Mr. Adkison made a motion as follows, Whereas the board has given direction to expend the time necessary to prepare a 2002 budget, I make a motion that the proposed 2002 budget go back to committee to be investigated and revised to comply with the internal operating/lease agreement signed and dated April 22, 1993. Second by Mrs. Cooper.

Discussion: Specific discussion was on a question that arose out of the 15 year agreement. Mr. Adkison felt that the proposed budget did not to meet this agreement, and that is the reason for the motion. Much discussion was heard from the board and Homeowners from the floor. The item that was in question was item # 25 of the agreement. After much input the President called for the vote.

CLARCONA RESORT CONDOMINIUM ASSOCIATION  
3000 Clarcona Road #201  
Apopka, Florida 32703

Vote as follows to accept the motion on the floor:

Mr. Adkison	Yes	Mrs. Lawton	No
Mr. Boatright	No	Mr. Weaver	No
Mrs. Colfer	No	Mr. Wick	No
Mrs. Cooper	Yes		

Motion Failed 5 to 2

Mrs. Lawton made a motion again on the Budget which is as follows, I move that the "revised proposed 2002 budget" recommended by the Budget Committee and ratified by a unanimous vote of same on Feb. 5, 2002 now be accepted for mailing to all homeowners, with proper notification of the Special meeting date at which it will be considered for adoption by the B.O.D.. Second By Mrs. Colfer.

Discussion: Mr. Wood was given the opportunity to give his Minority Report. At the time Mr. Wood stated that this would be a minority opinion and not a proposed change to the Budget. Mr. Wood was given ample time by the Board for his presentation. After the Minority Report was given and calling for further discussion on the motion hearing none a call for the vote was given with the following results.

Mr. Adkison	No	Mrs. Lawton	Yes
Mr. Boatright	Yes	Mr. Weaver	Yes
Mrs. Colfer	Yes	Mr. Wick	Yes
Mrs. Cooper	No		

Motion Passed 5 to 2

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3000 Clarcona Road #201  
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2. Status of Accounting System: (attachment #1)  
Report from Penny Schwartz was read.

Discussion: Questions were raised on the cost of the new program that is being installed. How much have we paid Penny Schwartz to install the program so far. President will look into these questions. (Item Complete)

3. CPA Letter of engagement: (attachment #2)  
Motion made to accept CPA letter of engagement made by Mrs. Colfer Second by Mrs. Lawton. Discussion from the President whether the motion was proper, the Board was advised to the amend the motion to include the year and cost. Amended Motion: I make a motion to hire Mr. Stephen Simone for the letter of engagement for the year 2001 for the price up to \$ 7,000.00 Mrs. Lawton again Seconded the motion.

4. Bath House Cleaning Contracts:  
Motion to consider 3 proposal (bids) for cleaning Bath Houses made by Mr. Boatright. Second by Mr. Wick.

Discussion: A letter was introduced and read on the issue. And discussion was also heard from the floor. Vote was unanimous Rejection of bid proposals.

5. Sewer Plant Blower Switch: (attachment #3)  
Motion made by Mr. Adkison that the one existing proposal or any additional proposals be sought by the Manger to furnish electrical supplies to make blowers alternate if one fails. Second by Mrs.Colfer.

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3000 Clarcona Road #201  
Apopka, Florida 32703

Discussion: The discussion was around only one bid and some felt that this was not enough bids. Recommendation that the manager get involved and see if we can get more bids and maintain that the cost not to exceed a cost of \$ 950.00. Vote Called for after the motion was amended.

Amended Motion : I move we accept the proposal but not to exceed \$ 950.00 and that the manager research the work to reduce cost for this repair if another company can be acquired which is capable of performing this work. Second By Mr. Wick

Mr. Adkison	Yes	Mrs. Lawton	Yes
Mr. Boatright	Yes	Mr. Weaver	Yes
Mrs. Colfer	Yes	Mr. Wick	Yes
Mrs. Cooper	Yes		

Motion Passed 7 to 0

6. Reestablish all Committee's (TABLED)
7. Renewal of Becker & Poliakoff retainer (TABLED)
8. Workers Compensation Cancelled (TABLED)
9. Moving of fence along Clarcona Rd. to behind the 800 Block (TABLED)

**IV. Adjourn:**

Motion to adjourn made by Mr. Adkison and Second by Mrs. Cooper. Meeting Adjourned at 9:00PM By unanimous decision.

Respectively Submitted



Ken Coffman Assistant Secretary/Treasurer to the Board

ATTACHMENT #1

Memorandum

Date: February 21, 2002

From:

Name: Penny Schwartz  
Phone number: 800-277-9482  
E-mail: pschwartz\_aspects@yahoo.com

Typist's initials: ps

To:

Name: Clarcona Resort Condo Board  
CC: Bill Bishop

In regard to the system conversion, here is where we are as of February 20, 2002:

The Quickbooks Pro program has been installed into the accounting computer and the main reception computer. We have registered the copy of the program to the Assoc, but are currently running on a single -user version. In order to facilitate running both computers at the same time, we will eventually want to update to a multi-user version and pay the licensing fees required for each additional version. This cost is minimal and was included in the original estimate of total costs (we have paid about \$200 and the additional users may be about a hundred or so each.)

All of the unit owners have been updated with names and addresses in the system, as well as all of the vendor names and addresses. The accounts have been established, but will be "tweaked" during the entry phase over the first month or so. All in all, the program is up and running.

Accounts Receivable - back entries for 2001 outstanding receivables have been entered and correlated with the information in Peachtree so that the end of the year receivables are consistent. There are a few outstanding posting corrections to be made in Peachtree for the end of the year. As those are completed (in the next week or so), the corresponding changes will be made to Quickbooks for a final comparison when the end of the year Peachtree is complete and the accounting has been given to Mr. Simone. All invoices are entered up to date for current receivables as well. Payments have been entered through January and February payment entry will be complete and up to date by the close of the day on Monday. Patty will begin receiving payments directly into Quickbooks on Tuesday.

Accounts Payable - All checks written for 2002 will be entered by close of business on Monday and the payables and checking account will be up to date and reconciled for January. February will be reconciled upon receipt of the bank statement.

Payroll - we still need to go online to download the payroll update and complete the payroll registration system. This has an additional charge of \$129.00 per year and was also included in the original cost estimate to have the payroll processing capability. There is a disk that will be available from the company the second week of March, but currently, the only way to receive the information is to download it and I have not been able to login online. I will continue to try although this is not a major priority, comparatively. Payroll is currently up to date and being processed in Peachtree and all information will be transferred into Quickbooks prior to the end of the quarter so that all applicable Quarterly tax forms may be processed through Quickbooks instead of manually. Also, we are auditing the sick, holiday and vacation time used and updating the system accordingly, based on the policy of the association, the system will be able to track time taken and time owed based on hours worked.

The 2001 Peachtree records are going to be ready and going to the accountant the 1st full week in March. There is still some updating and journalization to be done. When that is complete, there will be a final reconciliation of both systems for 2001 and copies will be given to the board.

Our goal of running both systems concurrently through the end of the quarter and having Quickbooks as the primary system by March (as per Mr. Simone and myself) is on target. All corresponding reports will be presented at the next meeting.

FEB 4 2002

**STEPHEN SIMONE, P.A.**

Certified Public Accountant  
6439 Central Avenue  
Saint Petersburg, Florida 33710-8411  
Phone (727) 341-0272 Fax (727) 341-2255

**Fax Transmittal**

**DATE:** February 4, 2002  
**TO:** Jesse Weaver, President  
**FAX NO:** 1-407-889-8141  
**FROM:** Steve Simone  
**RE:** Audit Engagement Letter

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Dear Jesse:

Following is the audit engagement letter for 2001 that also includes the preparation of any necessary Federal and Florida tax returns. It is essentially the same as from prior years.

I look forward to meeting with you, Vince and the others next week and will certainly in touch with you before then.

If you need me in the meantime, please don't hesitate to call.

Regards,



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# Stephen Simone, P.A.

CERTIFIED PUBLIC ACCOUNTANT

February 1, 2002

Board of Directors  
Clarcona Resort Condominium Association, Inc.  
3000 Clarcona Road - #201  
Apopka, FL 32703-8740

Dear Directors:

I am pleased to confirm our understanding of the services I am to provide to the Clarcona Resort Condominium Association, Inc. for the year ended December 31, 2001. I will audit the balance sheets of the Clarcona Resort Condominium Association, Inc. for the year ended December 31, 2001, and the related statements of revenues, expenses, and changes in fund balances and cash flows for the year then ended. The document I submit to you will include supplementary information about future major repairs and replacements required by the American Institute of Certified Public Accountants. Although I will apply certain limited procedures with respect to the required supplementary information, I will not audit the information and will not express an opinion on it.

My audit will be made in accordance with generally accepted auditing standards and will include tests of the accounting records of the Clarcona Resort Condominium Association, Inc. and other procedures I considered necessary to enable me to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If my opinion is other than unqualified, I will fully discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit, I will not issue a report as a result of this engagement.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of cash and certain other assets and liabilities by correspondence with creditors and financial institutions. My procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to that inquiry. At the conclusion of my audit, we will also request certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. However, because of the concept of reasonable assurance and because I will not perform detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by me. I will inform you; however, of any matters of that nature that come to my attention, unless they are clearly inconsequential. My responsibility as auditor is limited to the period covered by the audit and does not extend to matters that might arise during any later periods for which I was not engaged as auditor.

6439 Central Avenue, Saint Petersburg, Florida 33710-8411  
Phone (727) 341-0272 Fax (727) 341-2255

Feb. 04 2002 11:22AM P2

PHONE NO. : 727 341 2255

FROM : Stephen Simone, P.A.



Board of Directors  
Clarcona Resort Condominium Association, Inc.  
February 1, 2002  
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I understand that you will provide me with the basic information required for my audit and that you are responsible for the accuracy and completeness of that information. I will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. That responsibility includes the maintenance of adequate records and related internal control structure policies and procedures, the selection and application of accounting principles, and the safeguarding of assets.

I understand that your employees will type any confirmations I may request and will locate any documents or invoices selected by me for testing.

My audit is not specifically designed and cannot be relied on to disclose reportable conditions, that is, significant deficiencies in the design or operation of the internal control structure. However, during the audit, if I become aware of such reportable conditions or ways that I believe management practices can be improved, I will communicate them to you in a separate letter.

As part of my engagement, I will also prepare the Federal and Florida income tax returns for the year 2001 and the Florida Tangible Personal Property Tax Return and Intangible Tax Return as of the required date.

I expect to begin my audit on approximately March 7, 2002 and to issue my report March 22, 2002. I anticipate that your tax returns will be completed by approximately March 15, 2002. We will make every effort to comply with any alternative dates that the Association may determine to better suit its needs and requirements.

I estimate the fees for these services will range from \$6,750 to \$6,950 which is similar to those of the last several years. There are no additional costs or expenses anticipated at present. The fee estimated is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs. My invoices for these fees will be rendered each month as the work progresses and are payable on presentation. In accordance with firm policies, work may be suspended if your account becomes more than 60 (sixty) days or more overdue and will not be resumed until your account is paid in full. Further, it is agreed that the Association has the right to cancel this contract with thirty days notice of the effective date of termination.

I appreciate the opportunity to be of service to the Clarcona Resort Condominium Association, Inc. and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Sincerely,

Stephen Simone, P.A.  
Certified Public Accountant

Board of Directors  
Clarcona Resort Condominium Association, Inc.  
February 1, 2002  
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**RESPONSE:**

This letter correctly sets forth the understanding of the Clarcona Resort Condominium Association, Inc.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Southeast Utilities Inc.**

407-889-8755

174A Semoran Commerce Place, Suite 104, Apopka, FL 32703

**PROPOSAL**

Fax: 407-889-5141

**Project: Modifications to Wastewater Control Panel**

**Furnish and install components and electrical supplies to make blowers alternate if one fails - price: \$942.20 plus sales tax**

Thank you,

  
Richard W. Post  
President, Southeast Utilities, Inc.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2002

Purchaser \_\_\_\_\_

By: \_\_\_\_\_  
Name