

CLARCONA REPORT CONDOMINIUM ASSOCIATION, INC.

Regular Board Meeting July 13, 2000

Page 1 of 3

Regular Board Meeting called to order July 13, 2000 at 7:00pm by Acting President Mr. Porter. Board members present were Adkison, Boxer, Bufalini, Fox and Acting President Mr. Porter. Manager Mr. Bishop was also present. There was a quorum.

The minutes of the regular board meeting of June 08, 2000 were read and accepted as corrected.

Mr. Porter read the resignation letter of July 5, 2000 of President Prothero as President and member of the Board of Directors.

Mr. Porter explained the receipt of a check for \$ 10,600 from the insurance company for the stolen chipper and that due to Mr. Bishop's efforts the original insurance offer of \$ 7,000, was increased by them to the higher amount. Mr. Porter stated that the check has been deposited into the savings account to keep it separated from normal operation funds until a replacement is purchased.

MANAGERS REPORT - COPY ATTACHED

1. June 21, 2000 there was a major failure of the pump on the large well so the Maintenance Supervisor immediately shut down the main power to that pump. On the arrival the next day of the Locke Well & Pump personnel, it was determined that the shaft was broken. The shaft was pulled along with the pump to determine the total damage. Upon being analyzed by a local Goulds Pump representative, it was found that no damage had been done to the pump, but at the suggestion of the company, worn components were replaced. The replacement of all broken and worn components was completed on June 28, 2000, with power restored on June 29, 2000. Mr. Bishop thanked the residents for complying with the water restrictions. The total cost of replacement parts was \$ 8,503 + tax, which Acting President Porter authorized.
2. Insurance - Nationwide was found to again offer the best coverage and premium for our needs, but the annual premium increased by \$ 1,228.65 to a total of \$ 13,455.97. When the equipment inventory being worked on is completed, if necessary, coverage can be increased by endorsement if needed. Copy of quotes attached.
3. On the 1991 Chevrolet truck, Mr. Bishop has obtained a check from the insurance company for full coverage of the windshield replacement. Electrical work on the taillights was completed by Maintenance personnel and \$ 514 has been authorized to replace the driver side door, with painting of the cab to be done in-house. This will make the truck road-worthy as a back up for the truck currently being used for trash runs and yard waste disposal.
4. Mr. Bishop stated the uniforms for maintenance and shirts for the Gate House have arrived, to be distributed by the next day. Mr. Bishop will be wearing tan slacks along with white and blue shirts purchased at his own expense as a payroll deduction.
5. The noise and dirt problem from the County Maintenance Yard is being worked on. A meeting was held between Mr. Porter, Mr. Bishop and District County Commissioner Bob Swindler. No improvement has been noted so far. A follow up call was made July 11, 2000 by Mr. Bishop, but no contacts could be made on the matter. Mr. Bishop intends to follow up on the matter.
6. Mr. Bishop explained that the office was closed with proper authorization on July 3 & 4, 2000. He and Ms. Batiste used vacation days to cover the time off. As Ms. Reed had no vacation time due her, she was given the choice to work or to take the time off without pay. She chose to take the time off without pay.

7. Mr. Bishop reported on the vandalism committed in the early morning hours of July 10, 2000 within the park ( See item 7 of the Managers Report), which was reported to the Sheriffs Department. This was listed by them as criminal mischief and a number was assigned the case. Mr. Bishop is still receiving reports which he is passing on to the Sheriffs Department. Mr. Bishop requested that anyone seeing people roaming the park from midnight till 3am call the Sheriff.

8. Violations - Since the last board meeting, 34 notices have been sent out with 7 to go to the Hearing/Fining Committee. The members of the committee will be approved at this board meeting. The chairman of the committee will be contacted to set up appointments for the hearings.

9. Copy of the financial statement is enclosed.

10. Mr. Bishop obtained authorization from the Doctor for Butch to return to work doing light duty, which he is currently doing 3 days per week. Mr. Bishop recommended that he continue this until authorized by the Doctor to return to work full time.

### Committee Reports

Copy of AERC report attached. No other committee reports given.

### OLD BUSINESS

1. Chipper - After a discussion, Ms. Boxer made a motion to accept the proposal for a diesel Chipper, seconded by Mr. Adkison, passed by unanimous approval.

Ms. Boxer after further discussion made a motion to allocate funds not to exceed \$ 15,000 to replace the chipper, seconded by Ms. Fox and passed with unanimous approval.

2. Boom Boxes - Mr. Porter read a letter from attorney Hillman regarding Boom Boxes, followed by a discussion, but no decision was made on the matter.

3. Rec. Hall hours - Mr. Bishop reviewed what damage and misuse of the Rec. Hall had been done. Mr. Adkison made a motion - In order to keep the Rec. Hall open, juveniles must be accompanied by a responsible guardian and that the Gate/Security Committee expedite recommendations of surveillance cameras for the Rec. Hall to be presented to the board by the next board meeting. Seconded by Ms. Fox, accepted with unanimous approval.

4. July 25, 2000 a 24. recorder is to be put on line by Florida Rural Water to monitor water usage and detect possible leaks. It was advised that we should not use any water between midnight and 2am. Handout cards will be given out at the gate and volunteers will patrol the park and ask water use be discontinued between midnight and 2am on July 26, 2000.

5. Fining Committee - List of current members was presented for approval. A motion was made by Mr. Porter to accept the list as presented was made by Mr. Porter, Seconded by Ms. Boxer and accepted by unanimous approval.

### NEW BUSINESS

1. After discussing that it was not critical that the vacancy on the Board of Directors be filled immediately and that even Mr. Grace may want to recommend someone to fill the vacancy, a motion was made by Mr. Adkison to table the vacant Board of Director seat, seconded by Ms. Boxer, accepted by unanimous approval.

*wording before correction was : After a discussion and desiring to wait until Ms. Grace returns from vacation , a motion was made by Mr. Adkison.*

2. A motion was made by Mr. Adkison to table the vote on replacing the President of the Board of Directors, seconded by Ms. Boxer was accepted by unanimous approval.
  3. Compactor Contract - A motion was made by Ms. Boxer to terminate the Compactor Contract was seconded by Ms. Fox and accepted by unanimous approval.
  4. Open Container Contract - After a discussion giving the specifics on the cost of the contractor vs. the Condo handling it, a motion was made by Ms. Boxer to accept the contract of Disposal Services (Copy attached) dated June 29, 2000, seconded by Mr. Adkison and accepted by unanimous approval.
- A motion to adjourn was made by Ms. Boxer, seconded by Mr. Adkison. Meeting adjourned 9:40pm.

Respectfully Submitted



Mary Lou Weaver, Secretary

Accepted as corrected Aug. 10, 2000

Manager's Report  
July 13, 2000

1. Well Pump Breakdown- On Wednesday, June 21 at approximately 3:45 P.M. there was a major failure of the pump on the large well. It was immediately apparent that there was a problem because of the loud noise and the vibration. The Maintenance Supervisor immediately shut off the main power to that pump. I contacted Locke Well & Pump to report the failure. They said that they would be here first thing the following morning. Upon their arrival, they determined that the shaft was broken. The shaft is the long metal rod that connects the pump, which was 70' down in the well with the motor, which is on the surface. At that point it was not known whether or not the pump itself had been damaged and the only way to determine that was to pull the pump. In conference with the Vice President, they were authorized to proceed. The procedure to do that required that the motor be removed and the entire 70' of shaft and column be removed. The pump was then taken to the local location of the manufacturer, Goulds Pumps, for analysis. Fortunately, it was determined that there was no damage to the pump. It was suggested, however, that while the pump was out that a few parts should be replaced due to normal wear and tear. The probable cause for the shaft to break was the fact that the water level in the well is at 63' deep. The pump was 70' deep or only 7' under water. The pump draws 1,100 gallons per minute. Therefore, the pump was drawing the water out of the well faster than water was flowing into the well. This caused the pump to "cavitate", or pump air, until water returned to the well. Therefore it was suggested that the pump be reinstalled at a depth of 100' to prevent the cavitating. Also, the column and shaft that were removed from the well both showed evidence of aging and wear and tear. My understanding is that these components were about 14 years old. The estimated cost to replace the worn components of the pump, 100' of new column and shaft and labor was \$8,503, plus sales tax. After consulting with the Vice President, authorization was given. The installation work was performed on Wednesday, June 28. However, power was not restored until the following morning. The procedure was then completed and the well was back in service. During this period, we were dependent on the other well, which pumps 350 gallons per minute. Therefore, all of the laundry rooms were closed, residents were asked to not do any irrigation and to conserve water. Thankfully, there was enough compliance that a crisis was avoided.
2. Insurance- In your folders, you were given a copy of the renewal quote from Nationwide Insurance. The package policy includes property, general liability, crime, auto and umbrella coverage. The annual premium is \$13,455.97. This is an increase of \$1,228.65 over last year. I contacted several agents in an attempt to get other quotes. The responses fell in to two categories. One being that they did not have a market for this type of coverage. The other being that they could not do better than Nationwide. I just want you to know that I did attempt to obtain competitive quotes because this is a major expense. We are still working on the equipment inventory. When it is complete, we can increase the coverage by endorsement, if needed.

3. 1991 Chevrolet Truck- This truck was not street legal due to several items. There were not proper taillights due to an electrical problem. The Maintenance Department corrected the problem and the taillights are now working. The windshield was cracked. We have comprehensive insurance coverage on the trucks. I contacted the insurance company, which arranged for a new windshield at no out of pocket expense to the Association. The driver's door needs replaced. The cost estimate is \$514, which has been authorized. The completion of these items will make it street legal. Also, the cab needs painted which can be done in-house. This truck needs to be road worthy for use as a backup for the trash runs and also the take yard waste to the Keene Road Landfill.
4. Uniforms- The shirts for the gatehouse staff were ordered, have arrived and are in use. The uniforms for the maintenance staff were delivered late this afternoon and will be distributed tomorrow. Also, I got tan slacks and some white and some blue shirts. I am paying 100% of the cost of these as a payroll deduction.
5. County Maintenance Yard- Because of complaints received regarding the noise and dirt being generated from the county facility, I scheduled a meeting with the Orange County Commissioner for this District, Bob Sindler. Clinton Porter accompanied me at the meeting. He was very cordial and interested in the problem. However, I have not noticed any improvement in the situation. Today, I placed a follow-up call to his office but was not able to speak with anyone regarding the matter. I will pursue it further.
6. July 3- In anticipation of the July 4<sup>th</sup> holiday being on Tuesday, I ask for and received authorization from the Vice President to close the office on July 3<sup>rd</sup>. Dana and I took vacation days and Lorna did not have any accrued vacation time and was given the choice of working or being off without pay. She choose the latter. I bring this up to inform the Board and to answer the rumor mill.
7. Vandalism- During the early morning hours of Monday, July 10, there were several acts of vandalism in the park. During the course of the day on Monday, I became aware of 8 instances. Since then, I have been made aware of 3 more. Association property damaged was two street signs and one speed limit sign. On individual lots the occurrences were post light globes damaged, name sign removed and put on top of a neighbor's car, flags removed from holders, plants uprooted, car antenna bent and a satellite dish damaged. I reported it to the Sheriff's Department. The Deputy identified the offence as criminal mischief and a case number was assigned. I have been given some additional information that I will be passing along to the Sheriff's Department tomorrow. Several people have reported seeing individuals on foot in the park between the hours of midnight and 3 A.M.

8. Violations- Since the last Board meeting, 34 Notices of Violation have been sent. There are seven Violations which need referred to the Hearing/Fining Committee. After the appointment of that committee tonight, I will contact the Chairman to establish dates to schedule the hearings.
9. Financial Statements- The financial statements for the period ending June 30, 2000 were completed late this afternoon and a copy was put in each of your folders.
10. Butch- After the last meeting, I obtained an authorization from his doctor for light duty. He has been working three days per week. I recommend that he remain on this until the doctor gives a full release.