

NOTICE

CLARCONA RESORTS CONDOMINIUM ASSOCIATION, INC BOARD MEETING

DATE: SEPTEMBER 12, 2002
TIME: 7:00 P.M.
PLACE: REC. HALL

AGENDA:

OLD BUSINESS:

1. Generator requirements for Park during emergency power outages. (June 13, 2002 Mgt. old business)
2. Report and recommendations from committee which was to review the letter from Sun Resorts on 15 year agreement. (June 13, 2002 Mgt. old business)

NEW BUSSINESS:

1. Discuss the continued use of Taylor & Carls as the attorney to review our Condominium Documents.
2. Reserve Study discussion to give info to budget committee.
3. Park Security service recommendations.
4. Gate Issues: a) Replacement member for Gate Committee
b) Installation of speed bump on exit side of gate.
c) Repair gate card system to re-open homeowners gate.
5. Replacement member for Utilities Committee.
6. Pool Deck repairs.
7. A.E.R.C. enforcement and violations rules approval.
8. Fact finding Ad hoc committee establishment on possible purchase of park areas.

Approved Minutes AS CORRECTED for Board Meeting 09/12/02

BOARD OF DIRECTORS MEETING

Date: September 12, 2002
Time: 7:00 P. M.
Place: Recreation Hall
Purpose: Regular Board Meeting

- I. Called to Order at:** 7:00PM By the President Mr. Weaver.
- II. Roll Call:** Members present were Mr. Adkison, Mr. Boatright by phone), Mr. Bufalini, Mr. Healey, Mrs. Lawton, Mr. Weaver.
Absent. Mrs. Colfer, Mr. Wick. **A Quorum was present.**
- III. Reading and Approval of Minutes:** June 13, 2002 minutes approved with correction page 41, minutes of September 5, 2002 approved with out any corrections, as posted and written.
- IV. Officer Reports:**
- a. Presidents Report. **Given.**
 - b. Treasurers Report. **Given.** Mr. Cole gave the financial report. Mr. Thienes gave the treasurers report (attachment #1)
 - c. Managers Report **Given.** (attachment #2)
- V. Committee Reports:** Given at Special Meeting June 6, 2002.
- VI. Old Business:**
- 1. Generator requirements for Park during emergency power outages. (June 13, 2002 Mgt. old business) Item Tabled awaiting information from Florida Power and committee.
 - 2. Report and recommendations from committee which was to review the letter from Sun Resorts on 15 year agreement. (June 13, 2002 Mgt. old business) Item Tabled could be answered by item #8 of new business. No action taken by the committee for recommendations.

APPROVED
10/10/02
PAC

VII. New Business:

1. Discuss the continued use of Taylor&Carls as the attorney to review our Condominium Documents.

Mrs. Lawton made a motion as follows: I move that the President is hereby directed to continue the services of Attorney Robert L. Taylor to complete his review of all association documents.

Furthermore that as soon as possible those documents will include but not be limited to, 1) The fifteen year lease agreement, 2) our purchase of "Commons" and the other property for \$500,000 in June 1993 and 3) all "developers" offering statements. Seconded by Mr. Bufalini.

Discussion: A lot of questions on the motion were heard and a clarification was requested to understand the reason for the motion, some board members felt that we were already allowed to utilize Taylor&Carls and that the motion as presented wasn't needed. Suggestions to amend the motion arose, however no one recommended an amendment. With no further discussion a call for the vote was given with the following results: Mr. Boatright Yes, Mr. Bufalini No, Mr. Healey No, Mrs. Lawton Yes, Mr. Weaver No, Mr. Adkison No. Motion failed 4 to 2.

2. Reserve Study discussion to give info to budget committee. Mr. Bishop explained to the board that the report was sent back for some minor adjustments and that he had not received the corrected copy back to give to the board at this time. Mr. Bufalini made a motion to table this agenda item until the report is received. Seconded. Unanimous vote in favor of the motion.

3. Park Security service recommendations. Mr. Bishop made the recommendation that we use the Orange County Sheriff department to supply off duty deputies to patrol the park several times per week with out posted times that they would be in the park. The cost would come from the unanticipated account of the budget. Mr. Bufalini made a motion that the board authorize Mr. Bishop to hire the Sheriff deputies for the remainder of the year for \$2,576.00. Seconded. Motion carried by Unanimous decision.

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3000 Clarcona Road #201
Apopka, Florida 32703

4. Gate Issues:
- a) Replacement member for Gate Committee
 - b) Installation of speed bump on exit side of gate.
 - c) Repair gate card system to re-open homeowners gate.
- a) The board explained that with the new rule passed on committees that the committee can elect replacement members for their committees with out board approval.
- b) Installation of speed bump was recommended by gate committee. To be placed 31 ft. prior to the out gate at a cost of \$300.00. Mr. Boatright made a motion to install a speed bump with the clarification and approval from our insurance company at a cost of approximately \$300.00. Seconded. Discussion was the liability to the association and RV ability to negotiate the bump. No further discussion. Motion carried by unanimous decision.
- c) Gate Committee recommends that we repair gate card system to re-open homeowners gate. Mr. Bufalini made a motion to accept ADC Technologies quote to repair card system not to exceed \$5000.00 to get the homeowners gate up and running. Seconded. Discussion: Will we be able to use the old cards, do we still have any cards left over from the original cards and will they work on the new system. The answer was yes to all of these questions. Would this new reader replace the replacement reader that was in use at the time of the failure to the present system. This will replace the present system and we would use the laptop presently on hand. The vote was called for and the motion received a Unanimous decision for approval.

Mr. Bufalini requested that we move to the special added agenda item # 9 payment to the CPA Ron Cole of \$3,016.88 for services rendered to clean up our Quick Book accounting system. Approved by the President. Mr. Bufalini made the motion to allow the Treasurer to sign the check for payment to Ron Cole CPA in the amount of \$3,016.88. Discussion Mr. Thienes explained that the Assistant Treasurer and he felt that the board should approve this check. This covers 75% of the cost for updating our new Quick Books accounting program, the reason for the added cost was due to the incorrect way that our books were first established as a business instead of a Condominium Association. With no further discussion a vote was called for. A roll call was taken results Mr. Bufalini Yes Mr. Healey Yes Mr. Weaver Yes Mr. Boatright Yes Mrs. Lawton No Mr. Adkison Yes. Motion carried 5 to 1 in favor of payment.

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VII. Recess: Mr. Bufalini made a motion to recess the meeting and reconvene on Thursday September 19, 2002 at a special Board Meeting.

With the remaining agenda items to be accomplished as follows:

Ratify special agenda item #9

6. Pool Deck repairs.

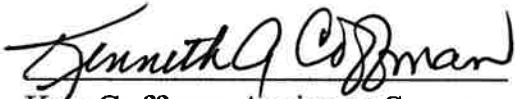
7. A.E.R.C. enforcement and violations rules approval.

8. Fact finding Ad hoc committee establishment on possible purchase of park areas.

5. Replacement member for Utilities Committee. (This item removed due to no Board action required).

Receiving a second. Vote to recess was unanimous. Meeting recess at 9:25 P.M.

Respectively Submitted



Ken Coffman Assistant Secretary/Treasurer to the Board

MEMO:

TO: Board of Directors
 FROM: J. Thienes
 DATE: September 12, 2002
 SUBJECT: Treasurers Report

Cash Control- Our bank balance in the operating fund on August 31, 2002 shows \$45,641.75. Thus, if we had not borrowed the \$45,000 from Reserves our balance would be only \$641.75. Even \$45,000 is not an adequate balance for a \$727,000 operating budget. (There is \$10,267.04 in the operational savings account [rainy-day-fund]) Effort should be made by the Board through the budget committee to increase the Fund Equity to near 15% of the budget or about \$85,000!

Electricity - Board members should have received (maybe twice) monthly reports for June, July and August. I'm sorry for the poor quality of the August report, but my old computer has given up. You can see from the August "Comparative Analysis by Kilowars used" that a significant error may be introduced by the time of reading the main meter and the sub-meters. (We use about \$1,000 of electricity per day). Therefore to get a realistic picture of the un-metered electricity, the 8 month average should be used. (\$1,442.99 average per month). Florida Power engineers have concluded that our 91 street lights (which are not metered) would use between \$250 and \$400 per month. Using the \$400 figure this would leave \$1,000 per month unaccounted for. Possibilities are: (1) Line loss (2) Improper wiring of some meters. (3) Poor connections in pedestals (causes heating) and (4) other areas (other than street lights) not metered.

Balance Sheet - The reserves are now included in the monthly Balance Sheet. Significant Line Items:

- A. Accounts Receivable - \$102,475.50 includes August electric billings of billed to unit owners. Net receivable \$71,113.60.
- B. Due to Reserves - The \$39,834.38 includes the \$45,000 we borrowed.
- C. Accounts Payable - The \$35,440.78 includes Florida Power electric invoice of \$33,937.32.

Profit and Loss - In the income portion of the report in the "\$ over Budget" column keep in mind (—) means under [BAD] while positive numbers are over [GOOD]; however in the expense portion (—) means under [GOOD] while positive numbers are over [BAD]. Significant Line Items **INCOME:**

- A. Member Assessments - These figures include Reserves.

CONCLUSION Assuming 100% collection of assessments, we have collected \$22,448.32 more than we had anticipated for the 8 months.

Significant Line Items - **EXPENSE:**

In total we are \$63,242.25 under budget [good]. This due to several major items under budget. They are:

1. Capital Outlay
2. Total Insurance
3. License and Permits
4. Unanticipated Exp.
5. Payroll expense
6. Utilities
7. Recreation (18,957 - 15,260 = 3,697)

ITEMS OVER BUDGET -

1. Maintenance and grounds
2. Professional Services

CONCLUSION - We show an excess of income of \$22,448.32 and are under budget by 63,242.25 making a net of \$85,690.57!!!

CLARCONA RESORT CONDOMINIUM ASSOCIATION

Treasurers Report - (continued)

Finally - First, The amounts quoted in this report are taken from reports of "Quick Books" presented to our treasury department by the Manager and his accountants. In no way do I take credit (or blame) for the accuracy of this report!

Second - Since I have moved from the Park, I think it would be wise for the Board of Directors to appoint someone else as Sec/Treas. If the Board so desires, I would (reluctantly) continue as an assistant for the remainder of the term.

Respectfullu submitted,


Jerome Thienes

MANAGER'S REPORT

SEPTEMBER 12, 2002

Maintenance-

The liquid chlorine systems have been installed at the water treatment plant. A state requirement that we were not made aware of until the installations were in process is that the tanks had to be shaded. The one for the small well is inside the well house and therefore, meets the requirement. However, the one for the large well is in the maintenance yard between the well and the pressure tank. Maintenance personnel built a shed roof to satisfy the requirement.

An ongoing problem has been the area around the recycle containers and the large trash container. None of the garbage or trash that is collected by our Maintenance Department is placed in any of these containers. The problem is created by residents who place items of various descriptions next to the containers rather than in them. On a weekly basis the Maintenance people have to clean up the area. I have received a request signed by approximately 10 residents of that area for the removal of the containers from that area. In as much as, we do not use the large container in our collection operations, without objection, I plan to have it removed. The recycling containers for which the Sunshine Club receives revenue will be relocated back to the Maintenance area.

The exterior of all of the bathhouses and the recreation hall have been painted. The interior of the recreation hall and of the laundry rooms have also been painted. We have tackled the water leaks in bathhouse # 4. We have installed new diverters in the all of the showers and replaced the pipes for the showers from just above the slab up to the shower head. This necessitated the removal and replacement of sections of wall tile. We should have this one completed within a few days at which time we plan to move on to #5.

Shortly we will begin the repairs to the mini-golf that the Committee requested. It is our intension to have the repairs completed by the time the mini golf tournament season begins.

Today repairs to the exterior of the gatehouse began. These repairs are being done by Sun Resorts, Inc. under the terms of the 15-year Agreement. It is estimated that the total cost will be approximately \$3,000 making the association's share approximately \$1,500.

Personnel-

Herb Palmer is working out very well as the Maintenance Lead. The department is working together as a team and their attitudes are good. There has been some turnover in the Maintenance I and Gatehouse Attendant positions. At this time there is a Maintenance I position open at this time. Every person hired since the Staff Handbook was implemented has been sent for a pre-employment drug screening that everyone has passed.

Security-

Over the last couple of months, I have been soliciting residents to attend a meeting to learn more about the Orange County Sheriff Department's Citizens on Patrol Program. We need 20 people with enough interest to just attend the information meeting. To date, 14 residents have signed up. Based on this, I will make a proposal later in the meeting regarding off-duty deputies.

Other-

I wanted to inform the Board regarding a situation where a resident has installed several birdhouses on Bathhouse #5. Over the past months I have spoken with the resident regarding his alteration of the common property. When the bathhouse was being painted the birdhouses were removed. At that time, I told the resident not to reinstall them. He did anyway. Recently, I informed the resident that they would have to be removed. He became very agitated. I have told him repeatedly that the enjoyment that he and other residents may derive from bird watching is not the issue. In fact, I am sure I enjoy bird watching as much as they. However, the issue is his unilateral decision to alter the common property. I feel that I have the fiduciary responsibility to inform the Board of the situation and to proceed with the removal of the birdhouses.