

Hello Board Members:

Thought I would take a moment to update everyone on what is the Clifton Team is working on for these last few months of 2019.

By now, your 2020 Proposed Budgets should be completed or upon the final stages (appreciation to all of those board members that jumped in, and, of course, Kathy who just loves Budget time LOL). Following approval of the budgets comes the mailing of adopted budgets and coupons. This year we will be asking board members to assist in reviewing the coupons prior to mailing to avoid ANY error(s) or confusion (FCB to Synovus as well).

Of course, Annual Meeting and Elections are starting and a lot of mail is going out of our office these days. This will continue through February (and for 1 or 2 clients thru the Spring). Again, the Notices will be sent to board members to inquire if anything additional is being requested. While the agendas are normally 'standard'; remember they can be amended at the meeting to include any additional items that may have surfaced following the required time for mailing.

The Clifton Team is ending the year with a very thorough and dedicated staff. Please allow this to update you on schedules, basic job descriptions, and contact information:

Sherry Clifton, CAM sherryclifton@cliftonmanagement.com

Kathy Marcley, CAM kathymarcley@cliftonmanagement.com
Financials
Mon-Wed. 9a-5p

Mary Newberry, CAM mary@cliftonmanagement.com
Work Product; Meeting Attendance
Tues-Thurs 9a-5p

Ashley Ousterman ashley@cliftonmanagment.com
Reception; Work Product
Mon-Fri. 8a-4p
(Ashley is currently studying for her CAM pre-licensure class. Go Ashley!!)

Diane Young diane@cliftonmanagement.com
Property Inspections; Violations; Work Product
Wed-Fri. 9a-4p

Karen Karas karen@cliftonmanagement.com
Property Inspections; Violations; Work Product
Mon-Wed. 9a-4p

Samantha Codienne (a/k/a Youngie) Samantha@cliftonmanagement.com
Filing; deposits; mailers

Tues-Fri. 11a-4p

Virginia Zeigler (a/k/a Mom)
Weekly runner; certified letters
Mondays (and as needed for assistance with mailers).

With the holidays upon us, please remember collections are not done in December (except those that are already in legal). The office will be closed for all the major holidays (Thanksgiving/Christmas/New Years). Of course, my cell number is stated on the answering machine for cases of emergency (floods or fires only please).

In January, we will begin obtaining proposals for your end of year financial reporting requirements. Also, for those with websites, you are aware of the "Google" debacle which we will need to have resolved in the immediate future.

And, if I may, a few 'shout outs'. For those that remember Gretchen who was with us for several years and left to follow thru with her passion. She has recently opened Southern Scoops, an ice cream shop located just south of Webers on US1 in South Daytona. Stop by and enjoy some of her HOMEMADE ice creams. And, for those of you that I have not yet bragged to, my son, Ronnie (13), still has a stand at the Daytona Flea Market specializing in Pokeman but dabbles in comic books as well (in the AC building).

Please allow me to take one more moment of your time and thank those that have been contacted for references over the past years. I know it is an inconvenience in your busy schedules but with Ashley looking to move forward as a CAM; I would like to assist her in training her with a new client in 2020. At the same time, insuring that the quality of services is not effected to any existing clients.

As always, thank you for allowing Clifton Management to continue to work with you and your communities for your management needs! Happy Holidays!! AND Happy Annual Meetings and Elections!!!

Sincerely,
Sherry K. Clifton,
Community Association Manager