

Orange



County

Real Estate Management Department

109 East Church Street, Suite 200

Reply To: Post Office Box 1393

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95-M-31

March 9, 1995

TO: Rosilyn M. Stapleton
Deputy Clerk of the BCC

Savi Paguandas, Documents Coordinator
Office of the Clerk to the BCC

FROM: Virginia G. Williams, Supervisor *VGW*
Technical Support Section
Real Estate Management Department

SUBJ: February 14, Administrative Support #1
Resolutions and County Deeds: Sale of Surplus
Property, Wagner Subdivision

In response to your recent memo regarding the above item, it is anticipated that the Real Estate Management Department will conclude the sales by March 24, 1995. The documents will be prepared based on the successful bidder, if more than one, and your office should expect the documents for the County Chairman's signature the following week.

If I can be of further assistance, please feel free to contact me.

VGW

c: Tom Wilkes, County Attorney, BCC
Jean Bennett, County Administrator, BCC
Cathy Weintz, Administrative Assistant, Agenda
Development, BCC

OFFICE OF COMPTROLLER



ORANGE
COUNTY
FLORIDA

Martha O. Haynie, CPA
County Comptroller as
Clerk of the Board of County Commissioners
201 South Rosalind Avenue
Post Office Box 38
Orlando, Florida 32802-0038
Telephone (407) 836-7300
FAX (407) 836-5599

DATE: March 8, 1995

TO: Virginia Williams, Supervisor, Technical Support Section
Real Estate Management Department

THRU: Rosilyn M. Stapleton
Deputy Clerk of the BCC

FROM: Savi Paguandas
Documents Coordinator

SUBJECT: February 14, 1995, Administrative Support #1
Resolutions and County deeds: Sale of surplus property,
Wagner Subdivision

The Administrative Support #1 Resolutions and County deeds were approved by the BCC on February 14, 1995. The Comptroller Clerk's Office has not received them for execution by the County Chairman, distribution, and filing for the record. If these documents are not available, please respond in writing as to the status for our records.

Upon forwarding the documents to the Comptroller Clerk's office, please attach a transmittal slip or cover memo addressed to me identifying the documents by name, agenda item number, and date of BCC approval. I will process the documents and file for the record as soon as they are received.

Your assistance is very much appreciated.

RMS:SMP

c: Tom Wilkes, County Attorney, BCC
Jean Bennett, County Administrator, BCC
Cathy Weintz, Administrative Assistant, Agenda Development, BCC