

Marriott Resort Hotel Condominium – Camelback Inn

Council of Co-Owners

2026 Report of the Secretary

Fellow Co-Owners:

The Secretary of the Board has a number of tasks responsibilities, some of which may not be obvious to owners. Among those that were performed during the past year are:

- Assisting in preparing minutes of Board meetings and Executive Sessions
- Preparing meeting notices for all Board meetings, and coordinating with Communications Committee for electronic mailing to Co-Owners
- Sending all required documents (minutes, meeting notices, correspondence, etc.) to GLFSI for USPS mailing to the approximate 20 Co-Owners that do not use email
- Posting minutes and other documents to owners' website
- Assisting Communications Committee with updating the Co-Owners' website
- Preparing and compiling the Annual Meeting packet and arranging for mailing to Co-Owners
- Assisting the Communications Committee with collecting and compiling all official Board, GP, and Marriott correspondence and other documents for the yearly file archives
- Assisting Matt Munn and Scott Hunt in tracking and recording unit sales and transfers
- Assisting the Communications Committee with updating and maintaining the list of Co-Owners, which is periodically requested from the GP. This is a time-consuming and often complicated task, as unit Co-Owners can be trusts, entities (i.e., corporations), or individuals. Points of contact are not necessarily Co-Owners, and only Co-Owners have voting privileges.
- Assisting the Communications Committee with maintaining the reciprocal property list (received from Marriott), and converting it into an easily readable format
- Assisting the Communications Committee with welcome letters to new Co-Owners
- Responding to Co-Owners' questions and preparing appropriate correspondence

It has been my pleasure to serve as the Secretary.

Sincerely,

Mark Barbano

Secretary, Council of Co-Owners

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