



# LEGAL REQUEST MEMORANDUM (LRM)

To:  Matthew Minter, County Attorney     Dana E. Olesky, Chief Asst County Attorney     Elizabeth Alt, Sr Asst County Attorney     Russell Ward, Asst County Attorney     William Harris, Asst County Attorney

From: (Name) Haskew Audrey (Dept) Community Services - 5220  
 Last First  
 (Title) Client Services Specialist, II (Phone) 352-671-8782  
 Signature *Audrey J Haskew* Date Wednesday, June 9, 2021

The Office of the County Attorney is requested to provide legal assistance as detailed in this legal request and supporting documents (attached).

Request for:  New Document     Review & Comment     RESUBMIT LRM No. \_\_\_\_\_  
 Approve as to Form     Other

### Description of Request

Request approval to allow County Administrator to sign all insurance checks with proper supporting documents.

June 4, 2021 Mrs. Nicole Gatch contacted us about an insurance check she had received for water damage to her roof. She needs to have the check signed by the County Administrator so she can have the roof replaced. She has also submitted a quote for the repairs. Description/Background: May 19, 2017, Jeremy and Nicole Gatch applied for purchase assistance through the Community Services SHIP Purchase Assistance program and was approved. Community Services assisted them with \$16,862.94 as down payment/closing costs for the property located at 7597 SW 80th Place, Ocala, FL 34476, Parcel #3545-002-013. The Mortgage and Promissory Note was recorded with the Marion County Clerk of the Court.

For more information or discussion, contact:  Same as above  
 (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Phone) \_\_\_\_\_  
 Last First

COMPLETION IS REQUESTED BY: (specific date) Wednesday, June 16, 2021  
 Please allow for a MINIMUM of five (5) working days from receipt of LRM:

Agenda Item?  Yes  No  
 Agenda Deadline Date: Thursday, June 17, 2021 Agenda Date: Tuesday, July 6, 2021

LRM No. 2021-461 DO NOT COMPLETE - Office of the County Attorney use ONLY

Outcome: see comments attached. Otherwise approved as to forms  
 Date Received: JUN 18 2021  
RECEIVED Marion County Attorney  
JUN 11 2021  
RECEIVED  
*Noted and understood. 6/18/2021 Hsu*

Attorney Signature: *[Signature]* Date 6/17/21

Staff Signature: *[Signature]* Returned:  Department  Admin  Procurement  
 Completed

6/18/21