

## Aganovic, Sandra

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**From:** John Knutton <jknutton@seminoleclerk.org>  
**Sent:** Thursday, June 1, 2023 9:10 AM  
**To:** Aganovic, Sandra  
**Cc:** Damaris Rivera; Grant Maloy  
**Subject:** Clerk of Court West Branch in Altamonte Springs  
**Attachments:** LEASE FOR NEW CLERK FACILITY Shoppes at Brantley Hall 10.24.17.pdf; First Amdmt to Shoppes at Brantley Hall Lease.pdf

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Dear Sandra,

I hope this email finds you well. I wanted to reach out to you about the West Branch of the Clerk's Office, located in Altamonte Springs. As you may be aware, we are suffering from ongoing staffing shortages, and have found that operating two branch locations have proven difficult at this time. Grant desires to continue trying to find a new branch office located in a more central area of the county, and consolidate both branches into one location.

In the meanwhile, before we find a new central branch location, we feel it is necessary to close the West Branch sooner than expected, and combine our staff into the East Branch location in Casselberry.

I have attached the lease agreement for the West Branch, along with the First Amendment which extends the lease to Jan 31, 2028.

Under Section 14 of the document titled "LEASE FOR NEW CLERK FACILITY," on page 21 of 44, it states, in part: "...either party has the right to terminate this Lease for convenience upon at least ninety (90) calendar days prior written notice to the other party...". Therefore, we must give 90 days' notice to terminate the lease.

We are planning on moving our West Branch staff to our East Branch location on June 12, 2023. Please send the necessary notice to the West Branch landlord so that we can terminate the lease.

Please let me know if you need anything further from my end.

Thank you,

John Knutton, Esq.  
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