

Key West Literary Seminar



August 14, 2023

Accessibility Advisory Council
Florida Building Commission
Florida Department of Business and Professional Regulation

To Whom it May Concern:

My name is Nancy Klingener and I am President of the Board of Directors of Key West Literary Seminar, Inc., a Florida not-for-profit corporation (Document # N19222) which is the owner of the Elizabeth Bishop House located at 624 White Street in Key West. I am writing to confirm that Arlo Haskell is our Executive Director and is authorized to perform all of the duties of that role consistent with our bylaws. These bylaws state that the Executive Director "shall be responsible for the day-to-day operation of the corporation at the direction of the board of directors. ... shall be authorized to sign contracts on behalf of the organization; shall be an authorized signer on all financial and other accounts; and shall report to the board of directors." I also explicitly and specifically authorize Mr. Haskell to act as Key West Literary Seminar's representative in any matters pertaining to our request for a waiver or exemption with respect to ADA requirements at the above-referenced property address. Please feel free to contact me with any questions or concerns. My cell is 305-587-6060.

Sincerely,

A handwritten signature in black ink that reads "Nancy J. Klingener". The signature is written in a cursive style with a long, sweeping underline.

Nancy Klingener | *President of the Board*

Executive Director

Arlo Haskell

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Founder

David A. Kaufelt
(1939–2014)