

Casa Blanca Vacation Rentals, Inc.
Board of Directors Meeting
March 20, 2019
Minutes

The meeting was called to order by Dee Carlozzi. Present in the Rec Room were Dee Carlozzi, Judi McKenna, Nancy Hieber and Peggy Mock. Present by phone were Gregg David, Susan Geitz and Mike Leon-Guerrero. A quorum was established with 7 directors present.

Notice of Meeting: The Agenda was posted March 18, 2019.

Approval of Minutes from February 20, 2019. Dee Carlozzi motioned to approve the minutes as submitted. Nancy Heiber seconded. All voted aye. Motion passed.

Report of Officers: Judi McKenna gave the Treasurer's report. (Copy of report attached)

General Manager's Report: Ina Savage commented on working with the new outsourced accounting firm, Fran Reyes is no longer with CBVR and a letter that will be sent to owners authorizing CBVR personnel to act on their behalf to troubleshoot issues with Comcast/Xfinity.

Old Business: a) Review of Previous Harassment Policy: Peggy Mock motioned to approve rescinding previous policy as with CBA. All complaints would go to the Manager of CBVR. It will be up to the discretion of the Manager if it is to be submitted to the Board of Directors. Nancy Hieber seconded the motion. After discussion 5 voted aye. 2 opposed. Motion passed.

b) Matters Relating to Staff Discussion: Dee Carlozzi motioned to rescind the previous policy and reaffirm that Board Members and Owners have the ability to converse directly with staff. Work orders will be submitted to office staff. Purchase orders will be submitted to the Manager. After discussion 5 voted aye. 2 opposed. Motion passed.

Comments from owners in attendance: None

Adjournment: Peggy Mock motioned to adjourn the meeting. Judi McKenna seconded the motion. All voted aye. Meeting adjourned.

Ina Savage

Submitted by: Ina Savage, General Manager
On Behalf of Susan Geitz, Secretary
Casa Blanca Vacation Rentals

March 21, 2019

Date

TREASURER'S REPORT

MARCH 20, 2019

CASA BLANCA

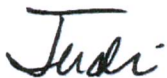
All board members have received the statements from me.

Ina has been working closely with Sharon from Cavanaugh & Co to have more professional and clean financial statements for CBVR. In the past numerous items have been miscoded and there were numerous uncalled for spreadsheets being made. Outsourcing the accounting is more professional and accurate bookkeeping practices.

Transfers from the Escrow accounts to Operating accounts were made without authorization and those are being investigated now. In December there were three transfers, two for \$5,000 and one for \$11,000 that state to cover bills. In January there was one for \$12,000 that said loan. That is a total of \$33,000 we need to see why transferred.

For the two months we are showing a profit of \$16,183.20. There are still some adjustments that will be made but they are minor.

The audit has started and will be completed on time.



Judi McKenna

Treasurer