

Casa Blanca Vacation Rentals, Inc.
Board of Directors Meeting
May 15, 2019
Minutes

The meeting was called to order by Dee Carlozzi at 7:35 PM. Present in the Rec Room were Dee Carlozzi, Nancy Hieber, Judi McKenna and Peggy Mock. Present by phone were Gregg David, Susan Geitz and Mike Leon-Guerrero. A quorum was established with all directors present.

Notice of Meeting: The Agenda was posted May 13, 2019.

Approval of Minutes from April 17, 2019. Judi McKenna motioned to approve the minutes as submitted. Susan Geitz seconded the motion. All voted aye. Motion passed.

Report of Officers: Judi McKenna gave the Treasurer's report. Judi reported on payroll taxes and may financials. Discussion with the board included whether to proceed with ADP amending returns from 2016 to present or leave in the past and moved forward. Judi McKenna and Ina Savage recommended getting the returns amended as soon as possible with the assistance of ADP. Judi McKenna motioned to proceed with the recommendation for returns to be amended through ADP. Peggy Mock seconded the motion. After discussion Dee Carlozzi, Judi McKenna, Gregg David, Mike Leon Guerrero, Susan Geitz and Peggy Mock all voted aye. Nancy Hieber abstained. Motion passed. (Copy of report attached)

Rental Committee Report: Peggy Mock gave the Rental Committee Report. (Copy of report attached)

General Manager's Report: Ina Savage reported on spring break, VRBO, sea turtle nesting season, accounting/bookkeeping, owner directory, maintenance projects, beach service/closing proposal and occupancy. (Copy of report attached)

Old Business: No Old Business

New Business: a) Rental Rate Proposal for June 16 – August 15, 2020: Peggy Mock motioned to discuss increase of the rental rates for June 16 – August 15, 2020 by 3% per the Rental Committee recommendation. Judi seconded the motion. After discussion Mike Leon Guerrero voted aye. Judi McKenna, Dee Carlozzi, Susan Geitz and Nancy Hieber voted opposed. Gregg David and Peggy Mock abstained. Motion did not carry.

b) Beach/Closing Proposal: Ina Savage presented a proposal to the Board for beach chair lock up and closing procedures submitted by Shade 4 Me LLC. Judi McKenna motioned to approve the proposal. Peggy Mock seconded the motion. After discussion Judi McKenna, Peggy Mock, Gregg David and Mike Leon-Guerrero voted aye. Susan Geitz, Dee Carlozzi and Nancy Hieber voted opposed. Motion passed.

c) Gof Cart Repair vs. Replacement: Peggy Mock motioned to approve purchase of a golf cart from a private party for \$2,800.00 Judi McKenna seconded the motion. After discussion of repair versus replacement Dee Carlozzi, Peggy Mock, Mike Leon-Guerrero, Gregg David and Susan Geitz voted aye. Nancy Hieber abstained. Motion passed.

d) Policy and Procedure for Office Personnel to Contact Vendors: Ina Savage reported on the current procedure. Requested the procedure be adapted to allow for personnel to contact a vendor prior to

owner contact unless owner is local and wishes to be contacted first. After discussion it was decided a vote was not needed on the matter.

Comments from owners in attendance: No comments.

Adjournment: Judi McKenna motioned to adjourn the meeting. Susan Geitz seconded the motion. All voted aye. Motion passed. Meeting adjourned at 8:25 PM.

Ana Savage

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

May 21, 2019

Date

CASA BLANCA VACATON RENTALS INC
TREASURER'S REPORT
MAY 15, 2019

As you are aware since 2016 CBVR payroll tax returns and sales/tourism tax returns have been filed with the CBA Federal ID number. All taxes have been paid in full by CBVR.

I ask the board if they wish to have the prior year returns corrected which could open up a can of worms. The FEIN numbers and names will be corrected by month's end. Or just let it be and move forward and pray. ADP will correct the returns at \$100 each. This is not knowing what penalties may arise from the State and IRS.

From the time CBVR was created, all payroll taxes were paid by CBA and then some wages were moved to CBVR via a general journal entry monthly. When PCM was hired, our employees were leased from them so no returns were filed by CBA or CBVR. When RCM was hired in 2016 is when this issue arose.

All sales/tourism taxes were paid by CBVR since the company was started and also same when PCM was hired. When RCM was hired is when this issue with the FEIN started and the name change on the returns.

CBVR Financial statements for May look on track and nothing is out of whack. Ina and Sharon from Cavanaugh now have all the reports working correctly and our figures all balance. KUDOS to Ina for a great job.

Judi McKenna
Treasurer

Rental Committee Report

May 15, 2019 Board of Directors Meeting

The Rental Committee met on May 7, 2019 to review the following topics: Rental Rate Survey, Amenities/Welcome Package, Future Plan for Assessing Condition of Rental Units, Plan for Marketing Options, Possibility of Positive Comments to be posted on Web Site, Sub Committees to Gather Much Needed Information.

Rental Rate Survey: The committee has encountered issues with gathering competitive rates for 2020 as the majority of the complexes have not set the rates to date. Several will not do so until later in the year. At this time the committee is recommending a 3% rate increase for the June 16 – August 15, 2020 season. .

Amenities/Welcome Package: The committee has been reviewing cost vs income for the amenities package provided for each unit as well as the potential for adding items. This is topic is still under review with the committee. No recommendations at this time.

Future Plan for Assessing Condition of Rental Units: The committee has been discussing having housekeeping perform additional inspections for units with regards to needed major repairs or replacements outside of the annual fall deep cleaning inspection. This topic is still under review with the committee. No recommendations at this time.

Plan for Marketing Options: The committee is in agreement the necessity for exposure of Casa Blanca through advertising. Social media and internet marketing is a focus of the committee. It was discussed at one time to review the possibility of an intern to handle the social media aspect. This option will be reviewed again along with other prospects. The committee is aware of the limited budget for advertising and looking for alternate options. No recommendations at this time.

Positive Comments to be Posted on the Web Site: The committee recommends CBVR personnel post positive guest comments on the web site. Comments would exclude the unit number and guests last name. It is requested the Board approve this procedure.

Sub Committees: A subcommittee has been created to review rates for additional seasons in 2020 as well the procedure for rate increases moving forward. Members of the subcommittee are Peggy Mock, Jan Martin and Ina Savage.

Casa Blanca Vacation Rentals, Inc.
General Manager Report
Wednesday, June 19, 2019

Personnel: Congratulations to Tucker, Terri and Tharon who all recently celebrated their anniversary with Casa Blanca Vacation Rentals. The rental office will be staffed with Terri, Tucker and myself on Saturdays through July. Terri Dennehy will be full time in the rental office starting June 25, 2019.

Accounting: Continuing to work with Judi, FDOR, ADP and Sharon Racey regarding payroll tax concerns.

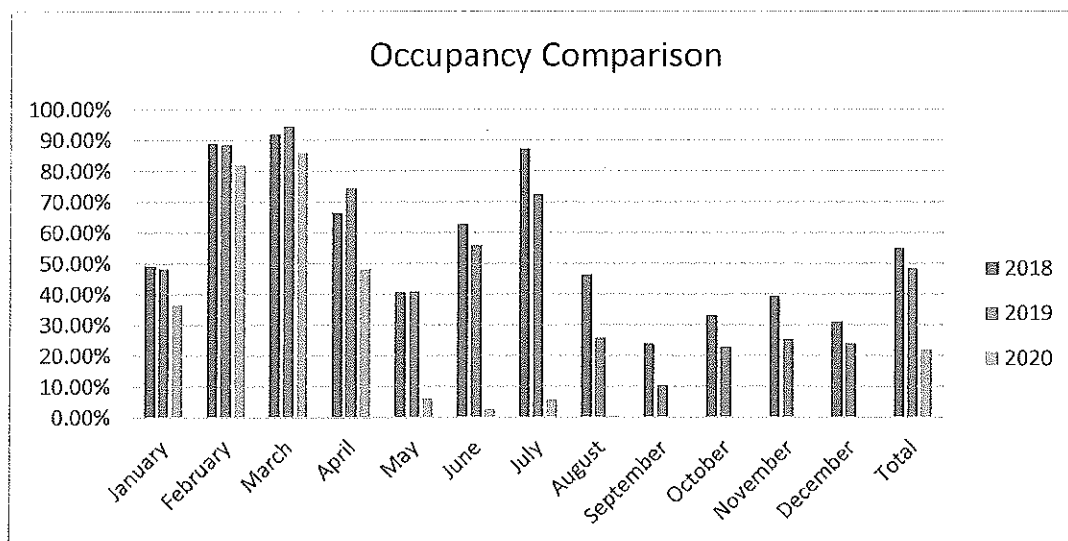
VRBO: 11 bookings to date processed through VRBO for 2019. Working with VRBO regarding lack of visibility for most units online. According to VRBO we need make some adjustments in the software to include additional amenities, attractions etc.

Security Services: Security services for the winter season have ended. Scheduled dates for Summer Security services are June 28, 2019 through July 21, 2019.

Owner Directory: CB owner directory is complete and uploaded to the owner's portal on the web site. Owners have been advised to send any changes in writing to me.

Misc.: a) The old golf cart for maintenance has been repaired at a cost under \$600.00. The cart will be used as back up for maintenance or office personnel and security services when on site. Keeping the golf cart also eliminates the necessity to rent one for Security which is cost savings of approximately \$1,200 per year. B) Researching options for a damage deposit with credit card vendor.

Occupancy Comparison (June 13, 2019)



Occupancy projections for the year have increased from 45.96% to 48.46% since last reported.