

CASA BLANCA VACATION RENTALS
BOARD OF DIRECTORS
Minutes of Meeting MARCH 18, 2020

1. Meeting was called to order by President Gregg David. Present was Lee Piver, present via phone were Gregg David, Susan Geitz, Gail Glamm, Ana McMillian. Mike Guerrero and Peggy Mock were excused.
2. We had a quorum.
3. Notice of the meeting was given.
4. Report of Officers.

Treasurer: February income was over \$50,000. We are \$64,000 ahead for the year.

5. Manager's report: We have received 26 booking through VRBO. However, as of March 17, we have had 39 cancellations due to the coronavirus issue. Measures are being taken. All the common areas (hand rails, elevator, etc.) are being sanitized several times a day. Marcia and her cleaning crew sanitize the units when guests check out.

CB rental rate cards will be distributed to the I-75 location. We continue to work with Visit Sarasota and Siesta Key Chamber of Commerce for advertising opportunities.

Maintenance's priority is to keep the property clean and to take care of work orders.

We have not been able to fill the part-time maintenance position.

6. Committee Reports

Rental committee: In attendance were Ina Savage, Gail Glamm, Peggy Mock, Lynn DeKorte, Paula Hostetler and Barbara Williams. The committee made several recommendations to the board. Please see #8 New Business.

Personnel: In attendance were Peggy Mock, Ina Savage, Barbara Williams, Jan Martin, Judy Mattes, Gail Glamm and Paula Hostetler.

Discussion included Manager's duties and responsibilities regarding marketing exposure, rate cards, follow up and phone coverage. It was agreed not to change Ina's duties.

All agreed to hire a full-time maintenance employee in place of 2 part times. The existing Policy and Procedure manual will be reviewed and will be updated. It was suggested to install a HEPA air ventilator to clear the smoke odor in the office. Rates of Medical benefits for full time employees are being researched. Please see Personnel recommendations in #8 New Business.

7. Old Business. No old business

8. New Business. Recommendations by the Personnel and Rental Committees

- a) To lease the apartment for \$10.00 and \$40.00 for utilities. The board approved it.
- b) To change the Organizational chart on the Maintenance side from 1 Full time and 2 part time employees to 2 full time and 1 part time employee. It was approved
- c) To grant full refund for cancellations of 60 days as well as early departures due to the coronavirus issue. The board approved it.
- d) To lower the Occupancy fees. This item was tabled until further review of cancellations revenue impact.
- e) New reservations of 5 nights or less: guests will pay for cleaning and occupancy fees. Approved.
- f) Refund to guests for problems in the unit they occupied. Board approved for owner of unit to refund the money for the days the guests did not stay
In addition, the board approved to take this unit off the rental program for a period of 60 days to remediate and update the unit based on manager's list. Work to be done by licensed contractor

9. No executive session

10. No comments of owners in attendance

11. Next meeting Wednesday April 15, 2020, pending health issues updates

12. Meeting was adjourned