

Casa Blanca Vacation Rentals, Inc.
Board of Directors Meeting
April 15, 2020
Minutes

The meeting was called to order by Gregg David at 7:13 PM. Gregg David, Peggy Mock, Ana McMillian, Lee Piver, and Mike Leon Guerrero were present by phone. Gail Glamm and Susan Geitz were absent. A quorum was established with 5 directors present.

Notice of Meeting: The Agenda was posted April 13, 2020

Approval of Minutes from March 18, 2020 and March 26, 2020. Ana McMillian motioned to approve the minutes as submitted. Mike Leon Guerrero seconded the motion. All voted aye. Motion passed.

Report of Officers: Gregg David reported on items relating to the COVID 19 affecting Casa Blanca. He gave a financial update on behalf of Gail Glamm.

General Manager's Report: Ina Savage reported on the status at CBVR relating to the COVID 19 pandemic, number of cancellations, estimated loss of income to date and occupancy. (Copy of report attached)

Old Business: a) Cancellation Policy Due to COVID 19: The Board decided to keep the current policy in place and review before the next meeting at an Emergency Meeting if necessary.

New Business: a) Discussion Regarding EIDL through SBA: The Board reviewed and discussed a letter to inform owners of their ability to file their individual loss of income through the SBA. The letter is for information purposes only. Owners will be advised to seek advice from their own financial person.

Comments from owners in attendance: None

Adjournment: Lee Piver motioned to adjourn the meeting. Ana McMillian seconded the motion. All voted aye. Meeting adjourned at 7:46 PM.

Ina Savage

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

April 21, 2020

Date

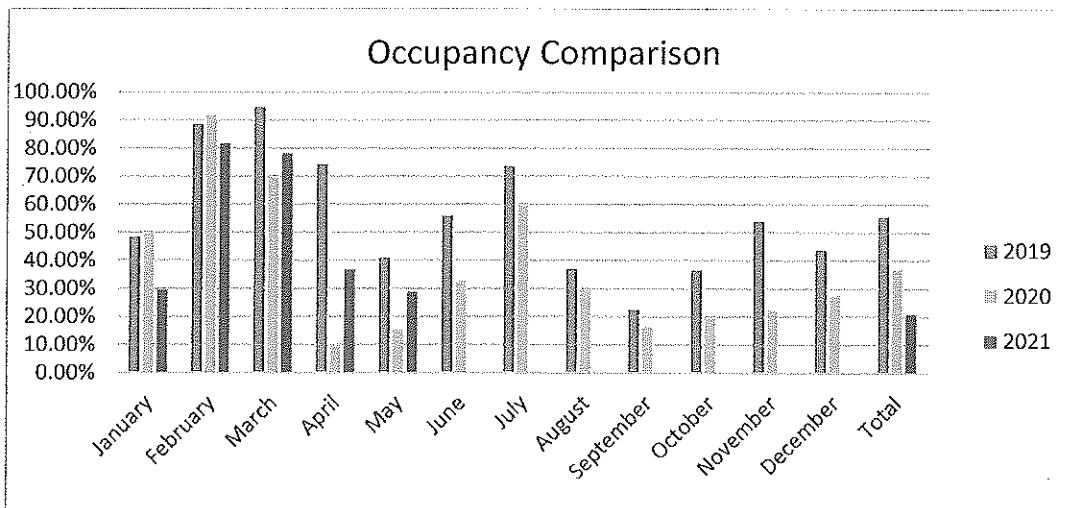
Casa Blanca Vacation Rentals, Inc.
 General Manager Report
 Wednesday, May 20, 2020

Coronavirus disease (COVID-19):

- Executive order prohibiting vacation rentals extended indefinitely as of May 18, 2020
- Individual Counties may submit a plan for reopening vacation rentals for approval from the Governor
- Sarasota County Commissioners will be discussing the issue on Wednesday, May 20, 2020
- 360 cancellations as of May 18, 2020 due to concerns over the coronavirus pandemic
- Approximately \$611,415 loss in gross rental revenue. An estimated loss of \$79,500 in commissions only.
- CBVR received funding in the amount of \$45,617.00 through the Payroll Protection Program (PPP) and \$7,000 through the Economic Injury Disaster Loan (EIDL).
- Offices and clubhouse remain on lockdown.
- All apartments and villas are still being inspected every 2 weeks due to extended vacancies
- Lou, Marcia and I are developing a plan moving forward to keep the property clean and sanitized including regularly disinfecting beach chairs, pool chairs and adding individually wrapped antibacterial wipes for guests upon arrival.
- Continuing to update owners with new developments for reopening CBVR.
- Beach Chair service is still suspended. Turtle season began on May 1, 2020. Evening chair lock up is currently done by maintenance personnel for the interim.
- Guests due to arrive after May 17, 2020 requesting cancellation with a full refund or the ability to rebook under the first right of refusal policy.
- Current policy allowed for cancellations with a full refund or first of refusal to book same dates and unit for 2021 with the funds applied to next year for arrivals up to May 17, 2020.

Personnel Update: Joseph Biondo, part time maintenance staff, is no longer with CBVR. The full-time maintenance position was filled by Tony Sayre (TJ). He started Monday, May 18, 2020. His background includes working in the plumbing industry and general maintenance. Charles Maniscalco, part-time maintenance will be leaving CBVR in June. A search is underway for his replacement. The full-time front desk position is still vacant. There is an interested candidate for the position. Concerns at this time are the ability to train and operated without "social distancing" due to the size of the rental office.

Occupancy Comparison (May 18, 2020)



Rental and Marketing Report

Meeting – June 15, 2020

Next meeting TBD

Update on 101 renovations. Issues needing immediate attention have been addressed by the owner except for the master bath shower tilework. The unit can be rented for the summer until the next vacancy when tile work can be scheduled. It will be blocked by the management from August 8 – September 27 for the work to be completed. After completion of the work and upon inspection it will be available for all future rentals.

After discussion of rates, and in consideration of the \$10 increase in cleaning fees due to Covid, the committee would like to recommend a 2% increase for all seasons from May 1, 2021 to April 30, 2022. This is a minimal increase and following the lead of the 2% increase posted on Island House website for 2021 rates.

The motion was by Barbara Williams, seconded by Paula to be put to vote by the BoD.

The new coverlets have arrived (shown below). They are white, very light weight and easy maintenance. Ina ordered 30K, 30Q and 40Twins. Owners will be invoiced as needed. Some owners are requesting 2 sets for their units. We may need to place another order in the near future.

Check in time is currently 3PM. Check in time may be changed altered to 5 PM for heavy arrival days to give the housekeepers time to follow all the procedures we have in place for Covid standards. Marcia will only be able to handle 20 back to back cleanings on any given day. Reservations will be adjusted to accommodate this practice.

The pool will possibly be closed until mid-July due to construction issues. Ina will be posting this information on the website. In addition there will be a welcome letter added to the current packet given at check in letting guests know about the availability of Island House pool for their use. The club room opening is being considered for July 5.

Rental Committee in attendance: Ina Savage, Gail Glamm, Jan Martin, Deb Phelps, Lynn DeKorte, Paula Hostetler, Barbara Williams

