

Casa Blanca Vacation Rentals, Inc.
Board of Directors Meeting
September 16, 2020
Minutes

The meeting was called to order by Gregg David. Gregg David, Gail Glamm, Ana McMillian, Lee Piver Mike Leon Guerrero and Susan Geitz were present by phone. Peggy Mock was absent. A quorum was established with 6 directors present.

Notice of Meeting: The Agenda was posted on September 14, 2020.

Approval of Minutes from August 16, 2020 and September 1, 2020. Mike Leon Guerrero motioned to approve the minutes as submitted. Lee Piver seconded the motion. All voted aye. Motion carried.

Report of Officers: Gail Glam reported on the financials through August. Year to date numbers are up for income and expenses are down. It was reported expenses will still need to be monitored through the end of the year.

General Manager's Report: Ina Savage reported on: Florida is still in phase 2 of reopening; no change to the order for Sarasota County Vacation Rentals; Office and Clubhouse are still on lockdown **Projected opening date for the Clubhouse is November 1st; Office continues to operate under contactless procedures **Reviewing procedures for reopening the Rental Office; Extended cleaning procedures are still in place; Reported positive COVID-19 cases in Florida are continuing to decline; Fall Special: 39 owners have signed up to participate in the program. The Fall Special is being advertised on the CBVR, Visit Sarasota and Visit Florida. A copy of the flyer for the special was email to the Siesta Key Chamber of Commerce. Siesta Key Chamber of Commerce offered to print copies for their office and include the special in the October newsletter; Fall deep cleanings are in progress. Each villa and apartment are inspected upon completion. Owners will be notified of items in need of immediate attention and future consideration for replacement or upgrading; Met with the Rental Committee to discuss the cancellation and payment policies, travel insurance, fall cleanings, occupancy fees and rental agreement and projected occupancy for through the end of the year is up 2% since last reported.

Committee Report: Copy of report attached.

Old Business: a) Guest Request for Refund Due to Pool Closure: Gail Glamm motioned to approve the Rental Committees recommendation to follow the current cancellation policy of refunding 50% and offering a credit of One Free Night for a future regular reservation within a year as a gesture of good faith. Mike Leon Guerrero seconded the motion. All voted aye. Motion carried.

b) Discussion Regarding Owner Letter to the Board: The Board agreed for Ina Savage and Ana McMillian to write a letter to the owners with Board review prior to sending.

c) Cancellation and Payment Policies: Ana McMillion motioned to approve the recommendation from the Rental Committee to change the policy effective December 16 arrivals and forward to payment in full would be required at 60 days. \$300.00 deposit is due at time of reservation. In the event a reservation is cancelled 61 days or more prior to arrival, the deposit, less a \$95.00 cancellation fee, will be refunded upon written confirmation. If a reservation is cancelled 60 days or less prior to arrival – the Tenant will forfeit the entire amount paid with written cancellation, unless the Agent is able to rent the same unit to another party (for the same dates at full price), in which case the Tenant will receive a full refund, less a cancellation fee of \$95. Also note that there are no refunds for early departure. Letters will be sent to current reservations regarding the change. Mike Leon Guerrero seconded the motion. All voted aye. Motion carried.

d) Travel Insurance: The rental committee recommended partnering with Rental Guardian for travel insurance through the Casa Blanca web site. The Board of Directors tabled discussion requesting more information be submitted for review at the next Board of Directors meeting.

Comments from owners in attendance: No comments

Next meeting date: October 21, 2020

Adjournment: Mike Leon Guerrero motioned to adjourn the meeting. Lee Piver seconded the motion. All voted aye. Motion carried. Meeting adjourned.

Ina Savage

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

September 29, 2020

Date