

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

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

Notice of Meeting: The Agenda was posted July 13, 2020.

Approval of Minutes from June 17, 2020: Peggy Mock motioned to approve the minutes as submitted. Mike Leon Guerrero seconded the motion. All voted aye. Motion passed.

Report of Officers: Gail Glam reported on the financials through May 31, 2020.

General Manager's Report: Ina Savage reported on the status at CBVR relating to the COVID 19 pandemic, meetings with the Personnel and Rental Committees and property occupancy. (Copy of report attached)

Committee Reports: a) Rental Committee: Barb Williams gave the Rental Committee report (Copy of report attached); b) Personnel Committee: Peggy Mock reported the committee recommendations: 1) Employees to receive a paid day off in appreciation for their diligence during the COVID 19 pandemic; 2) Obtaining employee name badges and 3) Ina Savage's evaluation was completed successfully with positive results. Her next evaluation is scheduled for November 2020.

Old Business: No Old Business

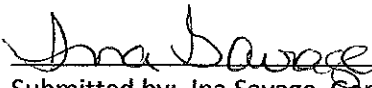
New Business: a) Discussion and Vote on Rental Committee Recommendations: Gail Glam motioned to approve the recommendation from the Rental Committee to reinstate the COVID-19 cancellation policy through October 31, 2020. Mike Leon Guerrero seconded the motion. All voted aye. Motion passed. b) Discussion and Vote on Personnel Committee Recommendation for Employee Appreciation: Mike Leon Guerrero motioned to approve the recommendation from the Personnel Committee to offer all employees a day off in September in appreciation for their efforts during the pandemic. Ana McMillian seconded the motion. All voted aye. Motion passed. c) Guest request for rental car reimbursement: Mike Leon Guerrero motioned to not reimburse the guest for the rental car. Gail Glamm seconded the motion. All voted aye. Motion passed.

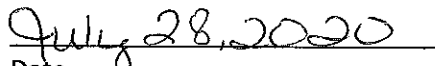
Comments from owners in attendance: No comments

Executive Session (if required) for Personnel Matters: No executive session.

Next meeting date: Wednesday, August 19, 2020

Adjournment: Mike Leon Guerrero motioned to adjourn the meeting. Gail Glamm seconded the motion. All voted aye. Meeting adjourned.

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

  
Date

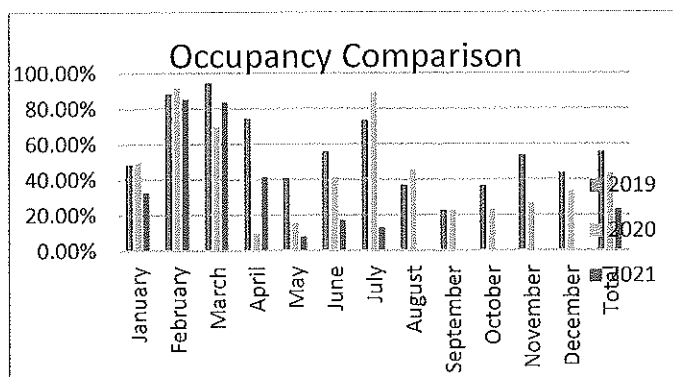
Casa Blanca Vacation Rentals, Inc.  
 General Manager Report  
 Wednesday, July 15, 2020

Coronavirus disease (COVID-19):

- Cases in Florida rising after moving to Phase 2 of reopening  
 (data for Sarasota County below from youobserver.com as of July 13, 2020)
  
- Sarasota County
- **Identified cases:** 3,219  
**Negative test results:** 45,465  
**Rate of positive tests:** 6.6%  
**Deaths:** 100
  
- Age breakdown for identified cases — Sarasota
- **0-4:** 32  
**5-14:** 86  
**15-24:** 547  
**25-34:** 593  
**35-44:** 465  
**45-54:** 452  
**55-64:** 393  
**65-74:** 281  
**75-84:** 210  
**85 and above:** 548
  
- Dade, Broward and Palm Beach counties continue to be the “hot spots” for the state.
- Cancellation requests are increasing due to concerns for traveling and families being exposed to or contracting COVID 19,
- Continuing property operations under COVID policy including sanitizing beach chairs, clean procedures, office and clubhouse lockdown and contactless guest communications.

Rental Committee: Met with the rental committee to discuss reinstating the COVID 19 cancellation policy.

Personnel Committee: Met with the personnel committee to discuss



Occupancy Projects (July 14, 2020)

Occupancy projection for the year currently is 43.18 up 3% since last reported.

**Rental and Marketing Report**  
Meeting – July 13 2020  
Next meeting TBD

Old Business:

The policy of the guest paying Cleaning and Occupancy for the less than a week stay will be implemented going forward for the future. It was not enforced for the past 2 months; however it will be for all future reservations.

New Business:

In regards to the Fall Special we have decided to table the discussion at the present time and not move forward with any plans for a special rate.

After discussion for the Covid Cancellation policy Gail made a motion seconded by Deb Phelps to extend the policy that expired on May 31. We would like to have the new expiration date October 31. It will be reviewed at that time if need be. The policy is the offer of rebooking within a year. If any resistance we will offer a full refund for all Covid related cancellations.

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