

Casa Blanca Vacation Rentals, Inc.
Board of Directors Meeting
October 20, 2021
Minutes

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

Notice of Meeting: The Agenda was posted October 18, 2021.

Approval of Minutes from September 15, 2021: Gail Glamm motioned to approve the minutes as submitted. Lee Piver seconded the motion. All voted aye. Motion carried.

Report of Officers: Gail Glamm reported the date financials to date.

Committee Reports: No committee reports.

General Manager's Report: Ina Savage reported on rental office hours, paver project, occupancy, fall cleanings and personnel. (Copy of report attached.)


Old Business: Organization Chart: Lee Piver motioned to approve the proposed organization chart as submitted. Peggy Mock seconded the motion. All voted aye. Motion carried. (Copy attached).

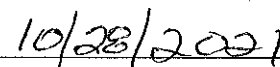
New Business: 2022 Proposed Budget: Gail Glamm motioned to approve the 2022 proposed budget to be mailed to owners. Lee Piver seconded the motion. All voted aye. Motion carried.

Comments from Owners in Attendance: No owner comments

Next Meeting date: TBD

Adjournment: Lee Piver motioned to adjourn. Ana McMillian 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
 October 2021

Rental Office Hours: The rental office is currently closed on Sundays. The office be open on Sundays as needed for arrivals and departures. We ask owners to please continue to be patient if requesting information.

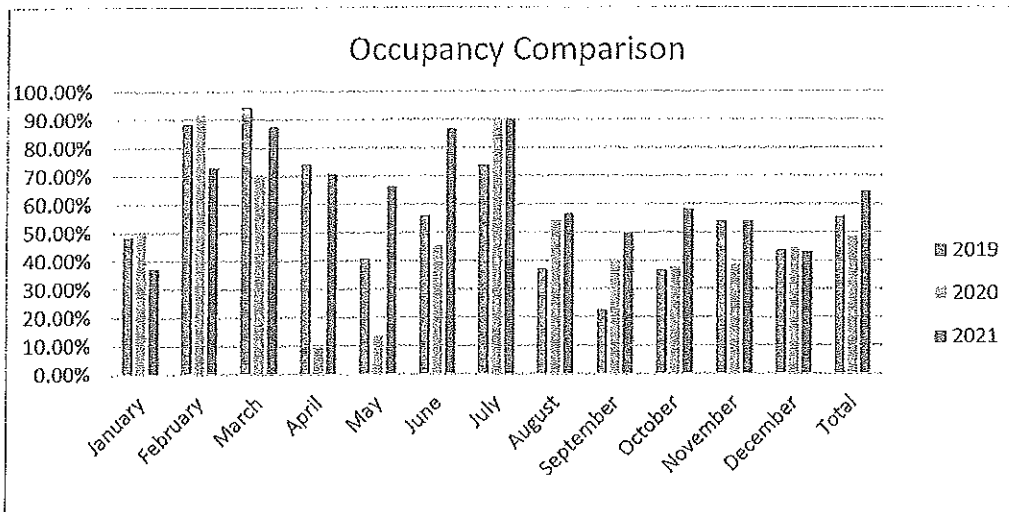
Paver Project: The cleaning and sealing of the pavers started full force on October 18, 2021. Guests are being notified prior to arrival about the project and alternative parking spots. Owners were notified of the current schedule which is subject to changes as the project progresses.

The estimated annual occupancy for 2021 increased since last month to 64.54%. The property is getting busier as we move towards the holidays. We continue to receive reservation requests for last minute arrivals.

Fall cleanings are ongoing. Inspections and recommendation letters to owners are ongoing.

Personnel: All positions in maintenance are filled. Charles Maniscalco, Maintenance Supervisor; Tony (TJ) Sayre, Full Time Maintenance, Tim Houser, Part Time Maintenance. Filling the 2 Part Time positions have proven to be very challenging. Requesting the Board review the organizational chart to now include 1 Full Time position and 1 Part Time position.

Occupancy Comparison (October 192021)



Occupancy projection for the year is currently 64.54 (up a little over 2% since last reported)

Casa Blanca Vacation Rentals-Proposed Organization Chart

