

# CASA BLANCA VACATION RENTALS

## AGENDA FOR REGULAR MEETING OF THE BOARD OF DIRECTORS

*NOTICE IS HEREBY GIVEN*, the Casa Blanca Vacation Rental Board of Director's Meeting will be held at the following date, time and place:

DATE: Wednesday, October 20, 2021  
TIME: Immediately Following the meeting for Casa Blanca Association  
Board of Directors  
PLACE: Casa Blanca Recreational Room,  
6154 Midnight Pass Rd, Sarasota, FL 34242

1. Call the meeting to order.
2. Determine if a quorum is present.
3. Proof of notice.
4. Approval of meeting minutes from September 15, 2021
5. Report of officers
6. Committee Reports
7. General Manager's Report
8. Old Business:
  - a) Organization Chart
9. New Business
  - a. 2022 Proposed Budget
10. Comments from Owners in attendance
11. Next meeting date: TBD
12. Adjournment

DATED: This 15<sup>th</sup> day of October, 2021

Casa Blanca Vacation Rentals, Inc.  
Board of Directors Meeting  
September 15, 2021  
Minutes

The meeting was called to order by Gregg David. Present were Gregg David, Gail Glamm, Ana McMillian Lee Piver and Susan Geitz. Peggy Mock was absent. A quorum was established with all 5 directors present.

Notice of Meeting: The Agenda was posted September 13, 2021.

Approval of Minutes from August 18, 2021: Ana McMillian motioned to approve the minutes as submitted. Susan Geitz seconded the motion. All voted aye. Motion carried.

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

Committee Reports: Rental Committee: Ina Savage gave the report on behalf of the Rental Committee including discussions regarding the rates and policies, office positions, red tide, inspections, and rodent update. (Copy of report Attached)


General Manager's Report: Ina Savage reported on paver sealing project as it relates to guests, web site updates, rental office positions, red tide, inspections, rental rates, and procedures.

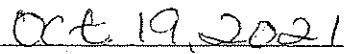
Old Business: Rates and Policies During Spring Break, Easter Week and June 15<sup>th</sup> to August 15<sup>th</sup>: Lee Piver motioned to approve the Rental Committee's recommendation to increase villas rates \$300 and apartments \$500 during Spring Break, Easter week and June 15<sup>th</sup> to August 15<sup>th</sup>. Gail Glamm seconded the motion. All voted aye. Motion carried.

Comments from Owners in Attendance: An owner expressed concern hoping the new rates do not deter renters.

Next Meeting date: October 20, 2021

Adjournment: Ana McMillian motioned to adjourn. 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**  
**RENTAL COMMITTEE MEETING**  
Thursday, September 9, 2021

For Committee Discussion

Paver Sealing Project: Pool deck was completed September 4, 2021. Start date for additional phases to be determined. Guests will be notified via email

Web Site Update: Work in progress updating wording for pet policy and "Rules to Play By"

Part Time Office Position: 2 vacancies to be filled. To date no viable candidates. Positions are listed on Indeed, with HH Staffing and on Facebook job pages for Sarasota.

Red Tide Update: 13 bookings to date have cancelled and rescheduled within a year under the red tide cancellation policy.

Rodent Update: To date no reports of activity in the apartment building. One villa has a reported issue that is being addressed. The owner has been notified.

Inspection Update: 25 have been completed to date and fall cleans have started. Housekeeping will be discussed at the next meeting when more fall cleans and inventories have been completed.

Discussion of Rate Increase and Rental Procedures During Spring Break and June 15<sup>th</sup> to August 15<sup>th</sup>:

a) Rate Increase

b) Open for discussion:

Guest will be required to submit written documentation including driver's license, names, and ages of all guests in unit 65 days prior to arrival including receipt and signature of the "Rules to Play". (ie: Wrist bands worn on property, no guests of guests, One parking pass per unit unless prior approval by office, Noise and music limitations, No pets, Quiet hours after 10PM etc.) Guests that are unable or unwilling to comply will be able to cancel less the \$95.00 administrative fee prior to the 60 day cancellation period. Any guest that is on property that does not comply will be evicted without refund.

**Rental and Marketing Report**  
Meeting – Thursday September 9, 2021

**OLD BUSINESS**

**Rates and Policies :**

Discussion of Rate Increase and Rental Procedures During Spring Break, Easter Week and June 15<sup>th</sup> to August 15<sup>th</sup>: - **Recommendation** of \$300. Increase for the Villas and \$500. per week for Apartments during these peak times to supplement security.

We further **recommend** adding a disclaimer to the confirmation and website that there may be an additional Security Fee added to the rate. This will give us the option to assess additional fees if deemed necessary. The Security Fee would be noted in advance of Check In so the guest would have a total cost upon checking in.

New Check in Policy during Peak Times: Guest will be required to submit written documentation including driver's license, names, and ages of all guests in the unit 65 days prior to arrival including receipt and signature of the "Rules to Play". (ie: Wrist bands worn on property, no guests of guests, One parking pass per unit unless prior approval by office, Noise and music limitations, No pets, Quiet hours after 10PM etc.) Guests that are unable or willing to comply will be able to cancel less the \$95.00 administrative fee prior to the 60 day cancellation period. Any guest that is on property that does not comply will be evicted without refund.

**New Business**

Ina gave the manager report – attached.

**Next Meeting TBD**

Meeting adjourned

**Rental Committee in attendance:** Ina Savage, Gail Glamm, Deb Phelps, Lynn DeKorte, Pam Kissel, Paula Hostetter and Barbara Williams

Absent – Peggy Mock

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.

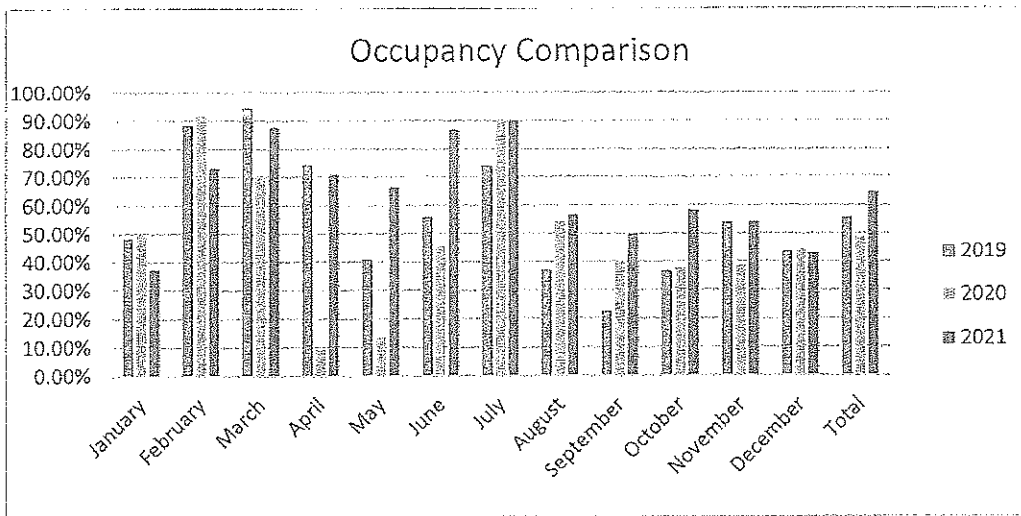
Paver Project: The cleaning and sealing of the pavers started full force on October 18, 2021. Guests are being notified prior to arrival about the project and alternative parking spots. Owners were notified of the current schedule which is subject to changes as the project progresses.

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)