

**LA CASA del SOL COUNCIL OF CO-OWNERS
Board of Directors Meeting**

May 20, 2014

*******APPROVED MINUTES *******

The meeting was called to order by President Vicki Vannatta at 1:00 P.M. Board members in attendance were Dennis York, Candy Lamel, Steve Gandy, Ben Harbour and Ray Leidig. Jerry Cigainero was absent, his proxy was given to Ray Leidig.

Board Meeting Agenda:

- **Call To Order:** At 1:00 PM, President Vicki Vanatta called the meeting to order. A Quorum was present and the meeting proceeded.
- **Approval of Minutes :** Secretary Steve Gandy presented a copy of the minutes from the March 2014 meeting. Motion was made to approve the minutes by Dennis York, Ben Harbour seconded the motion. Final vote tabulation from the annual owners meeting was presented, the vote total showed Vicki Vannatta and Ray Leidig were elected. A discussion was had concerning how to count the proxies for un-transferred units held by the Council of Owners under the direction of the Board. It was decided that Dennis York will consult counsel on the matter. Ray Leidig motioned to approve the final vote tabulation, Steve Gandy seconded and the motion was approved.

Presentation of Financial Report: Treasurer Dennis York stated LCDS was doing slightly better than last year at this time in relation to revenue vs. expenses.

Salary expenses were up due to hiring a second person in the Weatherford office and additional personnel at the resort. The property tax assessment increased 33% over last year and Dennis recommended retaining the property tax consultant used in 2013. The Board voted to retain the services of the property tax consultant used last year. Candy Lamel asked where the remodel expenses were allocated on the financial report. Dennis said the remodel expenses were in the Capital Expenses portion of the report. Ray motioned to approve the report and was seconded by Ben Harbour. The report was voted and approved.

Dennis also reported a new office person has been hired to assist Andy Moore in the Weatherford office and that integration of the new hire was going very well. Dennis had questions for the Board to clarify at the request of Andy Moore:

- Clarification concerning IP weeks for current Board members. It was ultimately decided the IP value is \$150.00 regardless of whether the IP is used for a one or two bedroom unit.
 - A question pertaining to an RCI member who requested to space bank their deeded week but had not communicated their intent to RCI, and was the unit considered reserved or available. Dennis phoned Andy in the Weatherford office and the conversation was heard by the Board via speakerphone. Andy relayed the owner had reserved the room as per LCDS rules, so the issue with RCI had no pertinence to LCDS. Some clarification of the reservation date was needed, but would be handled by Andy contacting the owner for clarification.
 - Dennis asked about updating the website to reflect the current IP weeks available. Steve Gandy said he had requested weekly updates from the office but had not received them in some time. The communication had been arranged between he and a prior employee who is no longer with LCDS. Dennis will inform the office to send updates as available.
 - Dennis had a question about owner bonus time and how much bonus time can be booked. The current rules were reviewed and verified. Dennis presented the Board with a chart of the current rates charged for bonus time. It was agreed the rate chart should be updated, but no specifics were discussed.
 - Dennis asked whether the minutes from the meeting are forwarded to the Weatherford office and the resort. Steve Gandy stated the minutes were forwarded to both locations once approved. Steve explained there had been issues with the new system to approve the minutes via email due primarily to changes requested and the nature of the minutes from those specific meetings. It was agreed to continue with the approval of minutes via email in an effort to keep both offices informed of rules changes, etc.
- Report on Resort Management: Ray Leidig gave his report on the current status of ongoing maintenance and repair at the resort.

Ray informed the Board of the new system used by housekeeping and showed copies of the new checklist used to ensure the units are cleaned thoroughly. Ray told the Board that employee Shelley Franklin has taken over responsibility for housekeeping and has been following up on every room cleaning. Ms. Franklin assigns the rooms to housekeepers and performs a follow-up on each cleaning.

Ray also mentioned:

- LaCasa is completely booked for the next month.
- Room 110 is complete and will have its first occupants this week.
- Our AC vendor has reserved three units LCDS.
- The BBQ area repair is close to completion.
- Room 205 has been painted.

- Room 102 & 109 had toilets replaced.
- The dining room chairs in the two bedroom units have been refinished.
- Additional linens were purchased at a cost of \$800.00 to compensate for loss and attrition. Make-up removal towelettes are now available in the bathrooms to try and eliminate linen use for make-up removal.
- A person has been hired to help with the front desk.
- The phone in the office is out, but the recorder is working. AT&T has not been able to correct the problem, but is working on the problem.
- The Wi-Fi continues to be a problem. There has been no response from Time Warner after continued complaints. Ray will look into finding another provider.

Ben Harbour asked about the colored towels that are supposed to be in all units. The towels are for beach and pool use and will hopefully keep guests from taking bath towels out of the resort. Ben stated that his unit did not have the towels and also asked about the new style curved shower rods. Ray informed the board the new style shower rods were installed upon need of replacement.

- **The Website:**

Steve Gandy informed the Board the website is complete except for the “Things To Do” section. He said this is the most time consuming part of the website upgrade and should be completed soon.

- **Room 110 update:**

Candy Lamel gave an update on the remodel of Unit 110. She stated the unit is complete and open for use. Candy said there are problems with Lowes in getting the agreed upon products used for the remodel. Products previously agreed upon are not always available when needed, and she has been unable to keep up with exact costs of products received. She said the initial rough estimate from Mikel was just under \$4700.00 for product cost used in the remodel. Ray relayed a problem Mikel is having getting the agreed upon discounted price from Lowes when purchasing a single item. Candy will be going to the resort in July and will meet with Mikel and Lowes about streamlining the order process.

A discussion was had about the overall remodeling project including costs, changes going forward, streamlining the materials order process and proceeding with additional remodels in the Fall.

- **Other Matters of Business:**
 - Steve Gandy asked about doing a quarterly or twice yearly newsletter via email to the owners. The board agreed this was a good idea. Vicki asked Dennis to have Andy compile a list of owner email addresses to forward to Steve.
 - Candy Lamel asked about a question/statement from an owner attending the Owners Meeting in February. The owner stated that LCDS may be able to save money on our insurance by becoming a non-smoking facility. Candy asked if this has been pursued and Dennis responded he had checked and the change made no difference to our premium.
 - Candy also asked if the board had considered which units would be remodeled next. No definitive decision on exact units has been made.
 - Ray asked about a new sofa for Unit 113. The board voted to purchase the sofa. Vicki will place the order.

The meeting was adjourned.