

LA CASA DEL SOL COUNCIL OF CO-OWNERS, INC.
18757 S. Highway 377, Cresson, TX 76035
Board Meeting Minutes
Tuesday, March 29, 2022 @ 1:00 p.m.
Revised Meeting Minutes Discussed 05/10/2022 Meeting

1. Call to order
 - a. President Jim Vannatta called the meeting to order at 1:03 p.m. on Tuesday, March 29, 2022. Board directors present were Jim Vannatta, Dennis York, Bud Lowack, Jack Luna, and Bill Gunn. The directors in attendance via ZOOM were Donna Kelly and Derrick Richardson.
2. Approval of minutes of board meeting Tuesday, January 25, 2022, by Dennis York & Bill Gunn
 - a. The minutes of February 26, 2022 meeting were reviewed by Dennis York.
 - b. Motion to approve the Minutes made by York and seconded by Lowack. The minutes were unanimously approved.
3. Presentation of financial report & reservation office
 - a. Dennis York, Vice President/Treasurer presented the financial statement for the month ending February 28, 2022, and its comparison with the same period ending February 28, 2021. A general discussion of the financial statement was conducted. York identified several lines in the P & L where YTD Actual is below YTD Budget (Maintenance Fees, Resort Supplies, and Total Utilities). On the Balance Sheet, he identified that TOTAL CASH IN BANKS-OPERATING ACCTS YTD 2022 is just over \$80,000 above the same time in 2021, making TOTAL ASSETS YTD 2022 \$126,200 over YTD 2021. York also informed the Board that the resort's ACCRUED TWC unemployment tax rate is now 8%. York informed the Board that planned expenditures for new windows for #107 & #108, floor replacement for #202, and a \$5,000 down payment for new sleeper/couches are in February's SPECIAL ASSESSMENT IMPROVEMENTS under MAINTENANCE AND REPAIRS. There was no further discussion of the financial statement.
 - b. York explained the purchase and installation of three new computers, one printer, two monitors, and one server for the Reservations Office in Cresson. Additional expenditures included the upgrade of QuickBooks. Total expenditures of \$7579.05 will appear on next month's P & L.
 - c. Gunn made a motion to approve the financial report, which was seconded by Luna. The motion passed unanimously.
4. Report on management of the resort– Jack Luna & Rachel Drake
 - a. Resort Personnel Changes

- i. New employee Brittany
- ii. Resort needs two new housekeepers, as identified by Manager Rachel Drake.
 1. Current two experienced housekeepers are requesting a raise primarily due to current gas prices.
 2. Gunn suggested contacting all churches on the island as possible sources for housekeeping candidates. Luna said he is already pursuing that avenue plus retired mothers looking for additional money. Offering a gas stipend was also discussed.
 3. After discussion, Derrick Richardson made a motion to increase the salaries of the two experienced housekeepers from \$37.50 for cleaning a one-bedroom unit to \$47.50, and from \$45.00 for cleaning a two-bedroom unit to \$55.00. Further, all new housekeepers would start at \$37.50 for cleaning a one-bedroom unit and \$45.00 for cleaning a two-bedroom unit. The motion was seconded. The motion carried with one abstention.
 4. A second motion was made and seconded to offer a finder's fee of a \$30 gas card to a current housekeeper who recruits a new housekeeper who remains successfully employed at the resort for 90 days. The motion was seconded and carried with one abstention.

b. Repairs, Replacements, and Other Projects

- i. Several items were included in a handout, but not discussed.
- ii. Pool and pool deck have been sealed and repainted.
- iii. AT&T has been uncooperative in removing old, abandoned utility boxes. After numerous attempts to have AT&T remove them, Kevin has been instructed by the Board to remove them.
- iv. Rachel has noted several requests from feedback forms for blackout window coverings to minimize glare (and visibility) into our units. A motion was made by Luna to pursue bids for blackout window coverings for all exterior walls facing other properties. The motion was seconded by Donna. The motion carried with two abstentions.

5. Review of other action items

- a. Insurance Money for hurricane damage has been received from TWIA for a little over \$33000. These funds will go into the General Operating Fund.
- b. Dave Fox's suggestions for added revenue
 - i. The fees for IP weeks were discussed since those fees have not been increased in years (since 2015). Our downstairs units are preferred for IP weeks. Gunn made a motion to increase the IP week fee by \$50 for all rooms. Owner-Sponsored Interval Plus weeks would be increased:
 1. November to February becoming \$300
 2. March to April becoming \$400
 3. May to August becoming \$500

4. September to October becoming \$450

- ii. The motion was seconded by York. The motion carried with two ‘no’ votes.
- c. The Reservation Cancellation Policy was discussed. The cancellation policy has read that any reservation canceled two weeks out incurred a \$50 charge, but with a refund on the reservation. A motion was made to allow a full refund with **NO** \$50 penalty if the cancellation was made 15 days or more out from the reservation date. Further, the motion would allow some discretion by the Office Team in the event of certain situations that would prevent the usage of the reservation. The motion was seconded and passed unanimously.
- d. New windows for #107 and #108 are still 5 months from installation.
- e. After discussion at the January 25 Board Meeting, Dennis York made a motion to leave the Winter Texan program as is, which was seconded by Donna Kelly. The motion passed unanimously. The Winter Texan policy is as follows:
 - 1. The program runs from the first Friday in November until the first Friday in March.
 - 2. A maximum of 7 units are available for the program; 3 downstairs and 4 upstairs
 - 3. Downstairs units must be requested by the guest, not offered by the Reservations Office
 - 4. As per the Board’s decision of December 16, 2020, the monthly charge for Owners and Sponsored-by-Owner is \$1000. The monthly charge for Non-Owners and Non-Sponsored Guests is \$1145 plus a \$250 refundable security deposit.
- ii. During the March 29 Board Meeting, Jack Luna asked to re-visit the program’s parameters. There was a discussion to increase the number of available units for the program and increase the price per week. The issue was tabled for later discussion at the next meeting.
- f. A/C wiring issues on the roof
 - i. Wiring problems were discussed not only as electrical and safety issues but also as a flooding issue for 2nd-floor units.
 - ii. A motion was made by York to accept three bids from master electricians to resolve the problems. The motion was seconded by Gunn. The motion passed unanimously.

6. Who’s at the resort when?

- a. Derrick Richardson 05/13 – 05/20
- b. Bill Gunn 06/10 – 06/24
- c. Jack Luna 07/15 – 07/22
- d. Jim Vannatta October
- e. Bud Lowack October

7. Set date/time for next meeting

a. May 10, 2022 at 1:00 p.m.

8. Adjournment.

There being no other business to come before the board, Luna made a motion to adjourn, and it was seconded by York. The vote was unanimous. President Vannatta declared the meeting adjourned at 2:17 p.m.

Respectfully submitted by Bill Gunn, Secretary

.....
****POST BOARD MEETING ADDENDUM****

Additional information has come to light after the meeting adjourned yesterday.

Note from Jack Luna –

“I spoke with Rachel and apparently I didn’t have all my ducks in a row. In my conversations with her, I wrongfully thought we had two housekeepers we were trying to keep. She informed me that we actually have three that have been with us a while and that two of them had requested more money. I agreed with her that we can’t just pay two and not the other.”

“So I guess I’m asking to add a third person [to] the mix at the higher rate [approved through the motion during the board meeting]. Each additional person coming in would be at the lower rate for 12 months before they are eligible for that rate.”

“Not sure what the proper procedure is so I thought I’d start with this.”

“Side note... I did talk to her about evaluating them to see if one could lead into a housekeeping lead-type position. It would give that person a vested interest in our resort, to help with recruiting, and allow Rachel to focus on resort operations.”

Derrick Richardson added –

“I’m okay with giving three housekeepers the incentive.”

“Also, I would tell the ladies that this pay incentive comes with the expectation that you take a lead position in training future house keepers. I would tie both into one, so parties get something extra out of the deal. We get to retain staff and gain a trainer. They get a pay incentive and title to boost their morale and engagement.

Comments from Bill Gunn

Two issues come to mind:

1. A motion is needed to increase the number of housekeepers getting raises from two to three. A second to that motion needs to be made, and then voted upon at our next meeting.
2. **Jack** – This sounds like we need to write a policy for Housekeeping Staff and Payroll to protect the best interests of the resort and our employees. Do we have anything already written?

NOTES TO THE BOARD:

- Additional discussion of IP and OSIP fees mentioned above in Agenda Item 5.b.i. were further discussed in 05/10/2022 meeting under Agenda Item 6.b.
- Additional discussion of the Winter Texan Program mentioned above in Agenda Item 5.b.e. were further discussed in 05/10/2022 meeting under Agenda Item 5.d.
- Post Board Meeting Addendum mentioned above suggested a motion is needed to increase the number of housekeepers getting raises from two to three. That was discussed during 05/10/2022 meeting in Agenda Item 6.d.i.