



## Rental Committee Meeting Minutes

May 12, 2018

Clubhouse – 10:00AM

### 1. Call to Order

The meeting was called to order at 10:02 AM by Mark Hilborn.

Introduction of items to be addressed in this meeting before Noon, and Mark's background with Errol. Mark would like the committee to institute policies for those items that are 80% of the issues so the manager can enforce, and not have to arbitrate. All the policies will be presented to the Board at the July meeting for a vote.

### 2. Establish Quorum

A quorum of the rental committee was present (Lou Mann, Vicki Elie, Howard Hitzel, Kenneth Rhodes, Mark Hilborn-Board Liaison).

### 3. Proof of Notice

Sheila McCollum, association manager, stated that notice of the meeting had been supplied in accordance with board direction and Florida Statute.

### 4. Minutes of Previous Rental Committee Meeting

- a. **October 28, 2017** Draft presented, **Tabled** till next meeting

### UNFINISHED BUSINESS:

There is no unfinished business to address

### NEW BUSINESS:

#### 5. Reservation deposit & payments

- a. **Credit Card Only** \$500.00 required at time of booking. No checks.

**Motion** by Howard Hitzel 2<sup>nd</sup> by Mark Hilborn at the time of booking to charge the credit card the security deposit of \$500.00 & use the same credit card for all subsequent charges per policy.

**Discussion:** Credit Card only for all transactions and change the website to credit card only. Change the website to allow for one click to accept the Terms and Conditions which will state the Credit Card Only. Change the website to allow for one click to encourage Travel Insurance and give them a link to insurance companies after a legal review. **Vote:** Unanimous

- b. **Weekly rentals** – Full rental amount due and charged to card on file 30 days in advance. Non-Refundable. **Motion** by Mark Hilborn, 2<sup>nd</sup> by

Howard Hitzel that all weekly rental amounts need to be charged to the card 30 days before arrival. **Vote:** Unanimous.

- c. **Monthly rentals** – Full rental amount .... **Motion** by Mark Hilborn, 2<sup>nd</sup> by Howard Hitzel to charge all monthly renters 60 days in advance.  
**Discussion:** Charging a 6-month renter for all their months before they arrive seems onerous, perhaps Errol should collect 1<sup>st</sup> & Last month before arrival. Modified **Motion** by Mark Hilborn, 2<sup>nd</sup> by Howard Hitzel to charge all multiple month renters 60 days in advance for 1 month, 30 days in advance for 1 month, so that by the time the renter arrives they have paid 2 months, and monthly on arrive to charge their credit card automatically. **Vote:** Unanimous
  - d. Recommend purchase of traveler's insurance to cover unforeseen complications – Website to provide link - ABOVE
  - e. Alterations to confirmed reservation – best effort only
  - f. Discounts (whatever the reason) – None. Card is charged prior to arrival.
    - i. No discounts should be and the manager will use best efforts to move renters from areas where major unit renovation is in process.
  - g. Max # of guests – Sheila McCollum she has instituted different colored wrist bands for each week during the Summer, and only the approved amounts will be given out. The unit # will be placed on the band. There will be a pool sign in.
  - h. No guest pets are allowed.
6. Rental Unit Minimum Standards – Discussion – Hasn't ever been implemented in the last 10 years. Emotional Discussion – **Tabled**
7. Appliances – What happens when it is not working, and who pays the bill.  
**Motion** by Mark Hilborn 2<sup>nd</sup> by Vicki Elie to give the Manager the power to rent an appliance if necessary. **Vote:** Unanimous

#### **POINT OF ORDER TO RED AWNING.**

8. How to fill the Renter Funnel – Mark Hilborn introduced Red Awning **Motion** by Mark Hilborn 2<sup>nd</sup> Vicki Elie to have a legal review of the Red Awning contract to determine if it fits into the Errol model with weekly and monthly rentals only. **Vote:** Unanimous.
9. Use of Maintenance Staff – What is the Errol Brand and what maintenance is included so it may be published to renters.
  - a. What items does the renter take care of – tabled
  - b. What items does the owner take care of – tabled
  - c. What items are incorporated into the Condo Owner Assessment –

**Motion** by Mark Hilborn, 2<sup>nd</sup> by Larry Eriksson to change the website to include damage to unit automatically charged at replacement value + \$50.00 processing charge.

**DISCUSSION:** That there should be a mechanism to support renters who need maintenance without incurring additional expenses to the renter.

**Vote:** Unanimous.

**OPEN SESSION** – General comments/discussions with the audience:

**10.** General Discussions

Larry Erikson brought up the idea of using the 6 month + 1 day to establish Florida residency as a way to attract more 6 month renters since the income tax savings would pay for most or all of the 6 month rental cost. Asked Ken Rhodes to spearhead this idea with a trial balloon in the Buffalo area.

**11.** Adjournment

There being no further business to come before the board the meeting was adjourned at 11:57 AM.

Sincerely,

Sheila McCollum, CAM, CFCAM, CMCA, AMS  
Manager, Errol by the Sea Condominium Association, Inc.

APPROVED