



**Rental Committee Meeting Minutes  
April 23, 2015  
Clubhouse - 10:00 A.M.**

**1. Call to order**

The meeting was called to order at 10:00AM.

**2. Committee Members in Attendance**

Lou Mann, Unit 320; Howard Hitzel, Unit 417; Larry Eriksson, Unit 423; Vicki Elie (Phone), Unit 310.

**3. Proof of Notice**

Tyler Brown, association manager, stated that notice had been given.

**4. Manager's Report**

A verbal report was given consisting of rental numbers for the winter 2015 season.

**5. Unfinished Business**

**a. Rental Rates**

After discussion it was recommended that we increase monthly rental rates 10% for all units. It was further recommended that weekly rental rates for two bedroom ocean view and ocean front units be raised 5% for 2016 and another 5% for 2017. It was recommended that one bedroom ocean view weekly rates be left at the current rate until 2016 when it is recommended that a 5% increase be implemented in conjunction with the two bedroom rate increase.

**b. Marketing**

After discussion it was decided to upgrade our Trip Advisor listing.

**6. New Business**

**a. Touch-up Cleanings**

There have been several complaints concerning the extent of the cleaning following the winter rentals. It is felt that charging the

same amount for cleaning after a monthly rental and a weekly rental is not adequate to provide the amount of cleaning needed after a monthly rental. After discussion it was decided to recommend an increase in the monthly cleaning fee of \$50.00.

**b. Unit Rating**

A discussion was held concerning a graduated fee schedule based on the overall condition of the units themselves. After extensive discussion it was decided that this would not be implemented. The office was asked to provide a listing of units that were subpar for future consideration.

**c. Cleaning Guidelines**

Due to an issue concerning the entry and cleaning of a unit prior to winter rental arrival, an extensive discussion was held concerning these topics. It was agreed that the office must have adequate time to inspect units, especially prior to our winter renter arrivals. A mandatory 48 hour vacated time period prior to monthly rental arrival was considered and discarded. The rental committee asked that rental pool participants be reminded of their obligations to honor bookings once made and to provide clean, comfortable, well-appointed vacation homes. Cleanliness of units is considered paramount in ensuring the good will of our tenants.

**7. Other Business**

All Hands Cleaning has submitted a proposal for an increase to their cleaning fees. They have asked that their fees to increase as follows:

- \$60.00 to \$70.00 for one bedroom units;
- \$66.00 to 75.00 for two bedroom ocean view units;
- \$66.60 to \$80.00 for two bedroom ocean front units;

Their proposal also called for a fee of \$10.00 per load of laundry over two loads and an additional charge of \$7.00 per bunk bed.

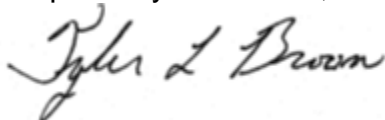
After discussion it was recommended that the manager negotiate a contract with up to 15 % increases in the base rate. This is in addition to the previous recommendation of a \$50.00 increase for monthly rentals.

There was also discussion concerning an update to the current Errol by the Sea website. The manager was asked to look into costs and possible changes.

**8. Adjournment**

With no further business to come before the committee the meeting was adjourned at 12:10PM.

Respectfully Submitted,



Tyler L. Brown CFCAM, CMCA, AMS, PCAM

April 23, 2015

Manager, Errol by the Sea Condominium Association, Inc.