

Casablanca Condominium Association of Miami Beach, Inc.
Monday, January 24, 2022
Organizational Meeting of the Board of Directors 2022

MINUTES

Election of Officers:

- Fernando Ostolaza made the motion to open the Organizational meeting. Motion seconded by Gigi Bush.
- Motion made by Fernando Ostolaza to appoint Alex Steuben for the office of President. Motion seconded by Gigi Bush. Upon motion duly made, and unanimously carried, Alex Steuben accepted the position and was nominated for the office of President.
- Motion made by Fernando Ostolaza to appoint Gigi Bush for the office of Secretary/Treasurer. Motion seconded by Alex Steuben. Upon motion duly made, and unanimously carried, Gigi Bush accepted the position and was nominated for the office of Secretary/Treasurer.
- Motion made by Gigi Bush to appoint Fernando Ostolaza for the office of Vice President. Motion seconded by Alex Steuben. Upon motion duly made, and unanimously carried, Fernando Ostolaza accepted the position and was nominated for the office of Vice President.

Casablanca Board of Directors 2022 - 2023

Alex Steuben	President
Fernando Ostolaza	Vice President
Gigi Bush	Secretary/Treasurer

Once elected, President Alex Steuben pointed out the specific duties of each Board member. The duties are included in the Association's bylaws. Each officer plays a vital role in the operation of the Association, and understanding each key player is essential to the success of the community.

POSITION: Secretary/Treasurer

Secretary – Custodian for most of the Association's official documents. (Kept by Management)

- Record Management and Maintenance.
- Taking meeting minutes.
- Prepare correspondence for the Association
- Provide a Monthly Report to ensure owners are kept current with relevant events.

Treasurer – Maintain the financial integrity of the Association. Largely responsible for managing the Association's money as well as reporting the financial status of the Association to other Board Members. Financial and accounting records are maintained by the Property Manager but the Treasurer works closely with the Management Company to:

- Keep track of Accounts Receivable
- Sign checks
- Monitor delinquencies
- Together with Management, prepare Annual Budget
- Make sure records are properly stored and saved so that owners can review them.

POSITION: Vice President

Vice President –As Vice President, the most important job is to support the president. The Vice President serves as substitute for the president and provides the structure and stability that keeps the Association running. If there an issue that the president cannot step in, the VP acts as the stand-in for the president as second in command.

- Connecting with owners
- Point of contact for owners
- Communication “Champion.”

POSITION: President

President – The Board President is vested with the same powers typically given to the Chief Executive Officer of a corporation. This office should be the authority on the rules and laws that govern the Board, handle procedural duties and serve as the spokesperson for business matters. The main responsibility is to communicate with the legal staff and construction issues that need to be addressed with the Board.

- Schedule, attend and run Board meetings
- Establish meeting agendas
- Serve as the main point of contact for management
- Sign association documents
- Monthly Legal Report

Additional topics that were discussed:

- Owners can contact Fernando Ostolaza and or Jose Luis to answer questions pertaining to the building.
- Fernando Ostolaza has been trying to correspond with the owners and will continue the communication process.
- Each month a Management Report (J.Luis) will be provided, together with a Legal Report by Alex Steuben.
- Any questions that come in should be recorded for future distribution since other owners might have the same concern and thus eliminate duplicity.
- Alex Steuben provided his e-mail address so that he can reply to any concerns that have not been addressed.

Two additional items presented by Alex Steuben for discussion:

- #1.** Clarification related to Unit #414 (Arias) – Proposal for the ability to rent unit by the Association to recover unpaid fees. Open offer to rent unit with the provision to be included in lease contract that unit could have to be evacuated within 60 days.
- Motion to approve for the Association to take possession of unit #414 made by Alex Steuben, seconded by Fernando Ostolaza. – All in favor – Motion passes.
 - There will be 10 days in which to receive offers. Will communicate with interested parties.
 - Rental of unit #414 is “as is.”
 - Security will have the key to allow interested parties to see the unit.
 - Fernando Ostolaza mentioned about concerns of the BTR license, rental period of 6 months and must include clause to cancel contract.
- #2.** Security Contract – Proposals
- Two proposals have been received related to Security Contract proposals.
 - Meeting will be set up to discuss and decide outcome.

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There were no more topics to discuss in the agenda.

Fernando Ostolaza expressed his appreciation and thanked Maria Elena Izaguirre, former Secretary/Treasurer for her assistance. She has been a pillar supporting the Association.

The Management Report (3) pages was displayed on the screen.

Question about the Chiller replacement:

Jose Luis mentioned that he had forwarded documentation and the specs from the Chiller Company to Engineer Ray Miranda for his review and approval, as well as the General Contractor Errol Portuondo. – A platform must be constructed in the Chiller room to prepare the installation of the Chiller. It is estimated that work should commence between the months of March and April.

Question about the Casablanca Website:

LCRoyal.com – click on community – “Casablanca”

User: Casablanca

Password: Casa6345

Adjournment:

Motion to adjourn the organizational meeting made by Alex Steuben, seconded by Gigi Bush.

Meeting adjourned at 10:40 pm

Respectfully submitted by:

Gigi N. Bush, Secretary /Treasurer

Board of Directors

Casablanca Condominium Association of Miami Beach, Inc.