

**STRATA COUNCIL MEETING MINUTES FOR
STRATA CORPORATION KAS 2662
“Pemberton Valley Lodge”**

HELD: April 26th, 2007

LOCATION: John Braithwaite Community Center

PRESENT: Bruce Armstrong, Carl Van Noort, Cora Salvadore, Paul Lermite,
Donald Mathewson

Alexander Hoelk WRM

GUESTS: David Mac Kenzie (Pemberton Valley Lodge)

- 1.0 Approval of agenda – It was moved, seconded, and carried to approve the agenda, with some additions to new business
- 2.0 Approval of council minutes – the minutes of council dated February 12th, 2007 were reviewed, It was moved, seconded, and *carried* to approve the minutes.
- 3.0 Review Financial statements for the year period ending March 31st, 2007 –

The statements were presented, the strata has a cash position of \$14,765.00 in the operating account and \$51,527.77 in the reserves – it was noted that \$43,725.00 of the reserves is still payable in relation to the sprinkler insurance claim once the deficiencies have been settled. There are two strata lot in arrears – a lien has been placed on one of them; the other has received a statement of account. The strata contingency reserve stands at \$7,802.00.

On going business –

- a) Pool deck – It was noted that the deck had been inspected by the builder, a geo tech engineer, the structural engineer, and a pool consultant/engineer. It was reported that the pool deck was constructed on a flood plane and that the soil was not pre-loaded prior to the pool installation – it was realized that there may always be some movement of the deck (as is the case with many pool structures in the valley). The builder has agreed to ‘repair’ the crack using a flex joint, flex couplings are to be installed into the plumbing in place to reduce stress. This work is to be performed ASAP. It was discussed that simultaneously the engineers are to be approached requesting recommendations for a more

- permanent fix. David (Atlific) will coordinate the repairs with the builder. WRM will approach the engineers once repairs are underway.
- b) Sprinkler flood update – It was reported that SPEC and WRM finalized the remaining deficiencies and that Murphy Construction and Flemming Resort Services priced them, the two prices were about \$1,000.00. The agent reported that after lengthy discussions with Murphy he agreed to sign over the remaining work to Flemming Resort Services – this should make coordination and completion of the job easier.
- It was moved, seconded, and **carried** to have the remaining deficiencies performed by Flemming Resort Services, and to release the balance of the remaining insurance funds to Murphy Construction , minus the amount quoted by Flemming Resort Services – total amount of \$27,295.00

David will coordinate the repairs directly with Flemming Resort Services.

- c) Payment to Murphy Construction – see above
- d) Management Service agreement WRM – The agent presented the chair with a new agency agreement that is in compliance with the RESA rules. This agreement needs to be executed, and returned to the agent. The agent noted that there are no significant changes to the fee structure.
- e) Hotel Operating report –
- 1) Olympic survey – It was noted that the lodge has made several attempts at contacting all the owners in regards to entering into the VANOC agreement, and reserving or making available their unit. To date 20 owners have not responded and 10 have confirmed that they which to use the unit during the Olympics, this leaves 55 available for VANOC. After discussion Paul agreed to contact the remaining owners to establish their desires. Once this has been confirmed the agreement with VANOC will be finalized. Once the agreement has been put into place; a formula establishing the revenue split will need to be finalized, this would need to take into consideration those who opted not to include their unit into the rental pool.
 - 2) Atlific Sea to Sky – Atlific has now grouped the three hotels in the corridor together. David has been promoted to General Manager of the Sea to Sky Area – Congratulations David! – This new grouping will be of benefit to all the hotels as it will give more buying power to them for advertising, cleaning supplies, etc. It should also assist in labor pooling etc.
 - 3) Cluster sales manager – David reported that Atlific now has created a new territory called ‘Sea to Sky’ this includes three properties, Laura has been assigned to be the marketing manager for this area – David also reported that Laura won a sales award at a recent Atlific

convention. Laura was thanked and congratulated on behalf of Pemberton Valley Lodge by the council.

- 4) Lobby Espresso Machine – David noted that there is a demand for espresso, a lease has been sought for a full service machine for the lobby. It is anticipated that this would increase monthly coffee sale revenue. David sought approval from council to enter a 3 year lease for the machine, and noted that this expense is budgeted for in the hotel operating budget. It was moved, seconded, and *carried* to approve the proposed lease.
- 5) Insurance claim deductible – David noted that there were two separate claims and that the deductibles amount to \$20K – it was noted that this expense was covered from the operating budget. It was moved, seconded, and *carried* to withdraw these funds from the owners payout account due one in April (\$10K) the other (\$10K) in May.
- 6) Hot water tanks – David reported that two tanks have failed within the warranty period, it was also noted that the attic hatch is too small to allow for replacement of the tanks. This will need to be addressed at a cost \$2.5K, it was noted that the actual tanks are covered by warranty, however the installation would cost around \$7K. It was discussed that hot-water on demand could be an option to consider in the future, the approximate cost to convert would be \$30-\$35K. It was moved, seconded, and carried to replace the existing tanks under warranty as quoted, and look at future options.
- 7) Lobby mortgage – it was discussed that council should review options to refinance the developer mortgage for the lobby, WRM will supply details of the present arrangements to Paul for review.

The meeting was terminated at 8:50 PM after some in-camera discussions.

Whistler Resort Management Ltd.
Strata Agent, ext.239
Alexander Hoelk