

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

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**HELD:** Tuesday, September 30th, 2008, 6:00 PM

**LOCATION:** John Braithwaite Community Center

**PRESENT:** Carl Van Noort, Cora Salvador, Paul Lermite, & Bruce Armstrong  
Alexander Hoelk & Rob Moore (WRM)

**REGRETS:** Nancy Cavin, Mickey Patryluk, & Larry Arabski

**STAFF:** David MacKenzie – General Manager (Pemberton Valley Lodge)  
Laura Arnold (Marketing Manager)

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1.0 **Approval of agenda** – It was moved, seconded, and *carried* to approve the agenda.

2.0 **Approval of council minutes:** The minutes of the council meeting dated June 19th, 2008 were reviewed. It was moved, seconded, and *carried* to approve the minutes as presented.

3.0 **Review Financial statements for the period ending August 31<sup>st</sup>, 2008:**

The statements were presented, it was noted that the strata is operating within the budget. The Strata Corporation is reporting a slight surplus of \$562.21. The agent noted that the Insurance & Appraisal line item is currently under budget. After a brief discussion, it was moved, seconded, and *carried* to approve the financials as presented.

4.0 **New business:**

**4.1 Repairs & Maintenance:** It was reported by David that some of the rooms had required minor furnishings replacement. The next major furnishing issue that will require attention are the unit TV's. David is currently sourcing a supplier for flat screen units for a bulk purchase. It was reported that because of the increased fuel surcharges and tipping fees, waste removal expenses have increased. Increases in Human Resources should also be expected due to the competitive labor market in the Sea to Sky Corridor. The Council directed David to investigate the details regarding interest being earned on the operating budget. The Council also directed David to assemble a rough projection of additional operating costs.

**4.2 Propane Contract:** David reported that the final negotiations with the new propane supplier have been completed. It was noted that there were no expenses accrued for the installation of the equipment, no equipment rental charges, and that the contractor will transfer the existing propane that has already been accounted for. The new service with Superior Propane is scheduled to commence on October 15<sup>th</sup>, 2008.

**4.3 Owner Issues:** David and the Council revisited the issue of owners wishing to access the pool area while not staying at the Lodge. The Council directed David to invoke a standard policy of obtaining a unit for the owner(s) for the day that the facilities were to be used. Otherwise, there could not be a “drop by” use of the facilities to be fair to the registered guests. Another issue that was discussed is the affect on business operations in regards to realtor visits and access. David recommended that a policy be adopted in regards to the specific times of day that realtors could schedule access to prevent a disruption to the Lodge guest services. The Council discussed the details and will review for further owner communications.

**4.4 Laundry:** There was a discussion regarding the advantages of arranging on site laundry service. It was reported that a variance would need to be obtained from the Village of Pemberton to install a laundry area in the underground parking area. David noted that the number of units required would be 2 washers and 2 dryers. The total estimate cost of the commercial machines would be approximately \$25K. There would be approximately \$20K in leasehold improvement costs including installation and costs for heating and plumbing. The Council directed David to draft a benefit analysis and timeline for profit versus expenses. David reported that there would be significant costs for trucking away the laundry service. The Council directed David to take the initial step by applying for the permit approval.

**4.5 Royal Bank Mortgage:** The property agent reported that he had not heard back from the representative at the Royal Bank in regards to the new mortgage terms. Paul volunteered to contact the representative directly.

**4.6 Owners' Weekend:** It was noted that all owners are welcome to attend this year, the weekend is scheduled for October 24 to 25<sup>th</sup>.

**4.7 2010 Olympic Update:** David and Laura reported that they had met with the representatives from the RCMP for potential bookings during the 2010 Olympic period. It was noted that 50% of the entire billing would be paid in advance for the securing of accommodations by April 9<sup>th</sup>, 2009. There would be a total of 3 dates for the billings. The Council directed the staff to draft a letter to the ownership detailing any pertinent issues for bookings at this time including security. After discussions, it was moved, seconded, and *carried* by the Council to direct Atlific Hotels to enter a contract with the RCMP to negotiate a 70 unit availability for the Olympic period.

**4.8 Suite #104:** David detailed a plan to the Strata Council involving a possible conversion of the suite into another meeting room. David noted that he had been corresponding with the owner of the unit who was in agreement with the potential change of use. There were discussions regarding the advantages of the conversion with some changes to the furnishings within the suite. The Council directed David to have a floor plan drawn up and to detail the costs for budget. The Council directed David to proceed with the recommended changes to the strata lot.

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