

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

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**HELD:** Tuesday, September 15th, 2009, 7:00PM

**LOCATION:** 8<sup>th</sup> Floor, 650 West Georgia Street  
Vancouver, BC

**PRESENT:** Carl Van Noort, Cora Salvador, Mickey Patryluk, Nancy Cavin, Paul Lermite, Bruce Armstrong, & Larry Arabski  
Kelly Tingley (Bellstar)  
Rob Moore (WRM)

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

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The meeting was called to order at 7:05 PM.

- 1.0 **Approval of agenda: It was moved, seconded, and carried to approve** the agenda.
- 2.0 **Review and Approval of the Council Minutes from May 20th, 2009:** It was moved, seconded, and **carried** to approve the minutes as presented.
- 3.0 **Business Arising:**
  - 3.1 **Hotel Management Agreement / Transition Update:** Kelly and David reported that the “honeymoon” stage of the new management relationship was moving along as smoothly as could be hoped for. Items still being worked out were the protocols, policies, and procedures regarding pre-approval of miscellaneous expenditures. There was also a discussion regarding the composite branding for the Lodge and Bellstar. The Council agreed that a suitable balance would need to be achieved. Kelly recommended that the Lodge could do more branding. Carl volunteered to act as consultant, mediator, and representative for the Council to help resolve any outstanding issues. It was noted that the feedback regarding the information on the websites was very positive.
  - 3.2 **2010 Olympic Update – Budget Analysis:** David reported that the \$500K collected from the RCMP booking deposit has been deposited into a GIC collecting 1.5% interest and that it will mature April 30<sup>th</sup>, 2010. The booking is scheduled to be paid in full by January 2010. The RCMP have already been visiting the Lodge in advance of Olympic preparations. Owners who are staying during the Olympic period have been assigned specific

rooms to make as low an impact on the RCMP's presence as possible. The Council conducted a lengthy discussion regarding the possible uses of the revenue collected for this period including possible contributions to the FFNE. This will be examined in greater detail in the meetings to follow.

3.3 **Laundry Facility Project:** David reported that the facility has been running smoothly. It was noted that the Lodge was in a position to collect extra revenue from the possibility of external use of the laundry.

4.0 **Review of the Financial Statements for the period ending August 31<sup>st</sup>, 2009:** The agent reviewed the Balance Sheet as well as the Income / Expense Statement. It was noted that the Strata Corporation is currently reporting a deficit of \$11,000.09. After discussions regarding the Contingency Reserve Fund, it was moved, seconded, and **carried** to accept the financials as presented.

#### 5.0 **New Business:**

5.1 **4 Star Safes:** David reported that the cost to have the individual safes installed in the rooms was approximately \$139 per. After discussions, it was moved, seconded, and **carried** to approve the \$12K expenditure (1 opposed).

5.2 **Bikes:** David reported that the complimentary bike program for the Lodge had been very successful and well received. 6 bikes in total were purchased from a local business.

5.3 **Furnishings, Linens, Etc:** David reported that the required purchases were occurring during the "comfort" months and categorized for capital projects.

5.4 **Realtors:** David reported that the Lodge website had been updated with guidelines for realtors brokering the conveyances of the strata lots. The Council directed the strata agent to ensure that all new owner packages and purchasing information included the hotel management agreement. The agreement will be included with all requested form "B"s.

5.6 **Alternative Accounting Service:** The Council discussed the significant increases to the cost of the auditing service. It was agreed that an alternative accounting company should be investigated to bid on the Lodge contract.

5.7 **Adara Hotel:** There was a discussion regarding the management agreement for the Adara Hotel in Whistler, BC. The discussions included a possibility of a mutually beneficial partnership with the Lodge. It was moved, seconded, and **unanimously carried** whereby: the Strata Council authorizes a sub-committee consisting of three Council members

to undertake and finalize an operational agreement between Bellstar, the Adara Hotel, and the Pemberton Valley Lodge.

**5.8 Owners' Weekend:** The owners' weekend is scheduled for Saturday, October 24<sup>th</sup>. The Council members able to attend will meet at 8am for a budget and marketing update before the general assembly at 9am.

There being no further business, the meeting was terminated at 10:00 PM.

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