

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

- HELD:** Wednesday, March 3rd, 2010, 6:30PM
- LOCATION:** 8th Floor, 650 West Georgia Street
Vancouver, BC
- PRESENT:** Carl Van Noort, Cora Salvador, Nancy Cavin, Paul Lermite,
& Kristin McCahon
Rob Moore (WRM)
- LODGE STAFF:** David MacKenzie – General Manager (Pemberton Valley
Lodge)
- TELECON:** Cathy Robinson (Bellstar)
- REGRETS:** Mickey Patryluck, Bruce Armstrong, & Larry Arabski
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The meeting was called to order at 6:45 PM.

- 1.0 **Approval of agenda: It was moved, seconded, and carried to approve** the agenda.
- 2.0 **Approval of the Council Meeting Minutes from September 15th, 2009:** It was moved, seconded, and **carried** to approve the minutes as presented.
- 3.0 **Approval of the Council Meeting Minutes from January 25th, 2010:** It was moved, seconded, and **carried** to approve the minutes as presented.
- 4.0 **Election of Strata Council Officers:** The following members were elected:

President – Carl Van Noort **Vice President** – Paul Lermite
Treasurer – Kristin McCahon
- 5.0 **Business Arising:**
 - 5.1 **2010 Olympics:** David reported that the Lodge reported record sales (approximately 3 times) during the Olympic period in January and February this year. David reported that the Lodge expenses were online with the budget during the Olympic period due to the extended stay period. This prevented continuous turn over of supplies that you would encounter during night to night occupancies. Consequently, wear and tear on in-house items were minimal.

5.2 **Hotel Management Update:** David reported that the Lodge and Bellstar operations were at status quo. It was noted that Bellstar was currently in the process of finding a replacement for Kelly Tingley.

5.3 **Lodge Operations Update:** David reported that March was looking to be a good month with high occupancy at good rates. March will also be an ideal time to perform the “deep cleans” in the Lodge.

Sales / Advertising – David reported that the golf promotions were ahead of schedule this year because of an anticipated early spring. The information for the golf stay packages was currently being finalized. It was reported that for advertising, the Georgia Straight was currently the best return media venue based on a track-able link back to the source of business. David reported that he was waiting to receive the web analytics to help analyze internet keywords from Bellstar. Cathy will look into the progress on Bellstar’s part of linking the Lodge through the opening pages of the website.

FFE – David reported that the projects slated to come from the FFE were the fire pit and rain gutters this year.

TV Upgrade – David reported that the existing cabinets in the rooms may have to be altered to accommodate the size of the new flat panel TVs. The contractor slated to perform the alterations is investigating best possible options to do so and that the project should be started very soon. A little bit of drywall work will effectively make the TV “float”. David reported that a drawer is required for the hotel to keep its rating. Quotes for programmable hotel units should be obtained in the next couple of weeks. Options are currently being investigated to try to get some revenue for the old TVs.

Hot Water System – The repair and upgrade is completed and there have been no issues.

Trash Compactor – The project is still in progress.

Summer Season – David reported that there have been a greater number of weddings booked this summer. Rates for the events have been increased appropriately for the increased amount of work involved.

Telephone Equipment – David reported that the current lease agreement was coming to the end of term. The details of the current agreement are being reviewed.

Hotel Shuttle – The Lodge van has had light use lately because of the Olympic period. David reported that a number of buses may become available after the Olympics and it may be beneficial to get one in the near future. The multi-passenger occupancies could mean fewer trips required. The safety program for a new bus would roll over and would require the same class 4 license. A new bus could also have multiple purposes other than passenger. The

Council directed David to determine how often the current van is used and to forward any lease option details.

Insurance Items – David reported that quotes to install a camera system should be obtained soon.

6.0 Adara Hotel: The strata agent reported that as requested by Council, and invoice had been sent to the Adara Hotel in the amount of \$3,000.00 for the use of the hotel management agreement template. The Adara has received the invoice and has issued payment to the Lodge which will be applied to “miscellaneous revenue” for the Strata Corporation.

7.0 Review of the Financial Statements for the period ending January 31st, 2010: The agent submitted the report that the WRM accounting department receives from RBC in regards to the mortgage on SL#8 to reconcile the property financial statements at fiscal year end. The Council directed the strata agent to investigate switching the mortgage to TD. The agent reviewed the Balance Sheet as well as the Income / Expense Statement. It was noted that the Strata Corporation is currently reporting a surplus of \$1,140.21. After discussions regarding specific line items, it was moved, seconded, and **carried** to accept the financials as presented.

8.0 New Business:

8.1 Remuneration: The Council agreed to revisit this item at the next meeting.

8.2 Accounting Service: Carl reported that correspondence has been sent to Price Waterhouse in regards to the change of accounting service firms. It was confirmed by the members of Council that the services to be provided was for the purposes of a “review engagement”.

8.3 Lease for Strata Lot #8 (Lobby): It was reported that the lease of the Lobby to Bellstar was a “work in progress”.

There being no further business, the meeting was terminated at 6:45 PM.

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