

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

HELD: Tuesday, June 22nd, 2010, 6:30PM

LOCATION: 8th Floor, 650 West Georgia Street
Vancouver, BC

PRESENT: Carl Van Noort, Cora Salvador, Mickey Patryluck, Larry
Arabski, Paul Lermite, & Kristin McCahon
Rob Moore (WRM)

LODGE STAFF: David MacKenzie & Laura Arnold

BELLSTAR: Ralf Strub

REGRETS: Nancy Cavin

The meeting was called to order at 6:30 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 March 3rd, 2010:** The Council members present directed the agent to correct the time of adjournment of the last Council meeting to 9:45pm. It was then moved, seconded, and ***carried*** to approve the minutes as amended.
- 3.0 **Business Arising:**
 - 3.1 **Lodge Operations Update**
 - **Sales / Marketing:** David reported that the pace was slightly down from last year and in general across the region since the Olympic period closed. The Lodge can anticipate traffic from fire crews again this year. Construction business has really come down so far this season but so also has the associated costs of construction projects. David reported that the summer season does look positive however. There have been 12 bookings for weddings confirmed and the golf packages that have been advertised in the Georgia Straight have been very successful.
 - **FFE / TV Upgrade:** David reported that the installation of the new flat screens is completed and the feedback has been positive. It was noted that the photos of the room interiors would need to be updated to include the new TVs, beds, and

linens. The Council directed David to investigate the installation of curved shower bar rods.

- **Trash Compactor:** David reported that the compactor has been installed and is operational. It was noted that a cage around the compactor should be installed.
- **Pool Deck:** David submitted a copy of a report provided by Valley Geotechnical Engineering Services Ltd. regarding the issues with the pool deck surface. David reported that a number of options were being reviewed to address any further cracking or shifting. Options will be submitted to Council for consideration.
- **Telephones:** David reported that a \$10 buy out of all the Lodge phone equipment had been successful.
- **Insurance Coverage:** David submitted the details of the insurance coverage upgrades including the coverage for directors and officers' liability. It was moved, seconded, and unanimously carried to approve the recommended increases. The strata agent will file the policy with the Strata Corp. documents.
- **IPOD Docks:** David submitted a couple of options for the proposed installation of IPOD docks in the rooms. After discussions, it was moved, seconded, and carried to approve a \$42 per unit expenditure to be taken from the Capital Budget FFE.
- **Dog Wash Station:** David detailed a proposed installation of a dog wash station to be located in the vicinity of the laundry facility. The Lodge would be fiscally responsible for the required plumbing and electrical. The approximate cost of the electrical and plumbing is \$2,500 to be expensed from the marketing budget. The revenue share with the dog wash company would be based on a 60/40 split. After discussions, it was moved, seconded, and unanimously carried to approve the project.
- **Extra Administration Time for Owners:** David and Laura submitted a proposed administration fee for redundant information sharing with owners that has proven to be extremely time consuming. David reported that there has been approximately \$500 in savings for postage and stationary since the introduction of electronic statements to owners. After discussions, it was moved, seconded, and unanimously carried whereby effective September 1st, 2010 a \$25 administration fee would be applicable to strata lots whose owners requested their monthly statements by means other than the active electronic statement method. Further, an administration charge of \$100 per unit would be charged for each annual history report.
- **Hotel Shuttle:** David reported that a change to the shuttle service was still under investigation.

- 3.2 **Hotel Management Update:** Ralf Strub officially introduced himself as the new liaison between Bellstar and the Pemberton Valley Lodge. Ralph gave a report to the Council members present which included some results from the owners' survey. Ralf discussed some opportunities and driving initiatives that Bellstar was adopting due to the information gathered from the survey. It was noted that Bellstar had dropped a couple of properties from its portfolio but had acquired a few others.
- 3.3 **Council Remuneration:** The strata agent discussed options that the Council members should consider in regards to receiving a honorarium for services above and beyond the roles and responsibilities of Strata Council members. Options included invoicing the Strata Corp. for special projects or creating a resolution for a remuneration bylaw amendment. The Council members will review and discuss adequate amounts of remuneration to request from the ownership at the next general meeting.
- 3.4 **Lease / Mortgage for SL #8 (Lobby):** The strata agent reported that after looking at a couple of other banks, it may be possible to switch the mortgage to achieve a better interest rate. The agent reported that according to RBC, there would be a penalty to switch banks. Paul commented that he would look further into the details of the penalty. The Council directed the agent to further his investigation with the TD Bank.
- 4.0 **Review of the Financial Statements for the fiscal period ending May 31st, 2010:** 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 \$1,303.00. After discussions regarding specific line items, it was moved, seconded, and **carried** to accept the financials as presented.
- 5.0 New Business:**
- 5.1 Supervisor Position - Adara Hotel:** Ralf addressed the Council members present in regards to a position that was being considered for David Mackenzie. It would include expanding David's management obligations to include both the Pemberton Valley Lodge and the Adara Hotel in Whistler. The proposal included a split time percentage of 60% for the Lodge and 40% for the Adara. The Council members then adjourned the strata meeting and held discussions to review the details and implications of such a proposal.

There being no further business, the meeting was terminated at 9:50 PM.

Whistler Resort Management Ltd. 604 932 2972

Rob Moore ext. 232

Strata Property Agent
rob@wrm.bc.ca