

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

HELD:	6:30PM Wednesday, November 30 th , 2011
LOCATION:	8 th Floor Scotia Bank Building 650 West Georgia St. Vancouver, BC
PRESENT:	Cora Salvador, Paul Lermite, Larry Arabski, Mickey Patryluk, Kristin McCahon, & Rob Moore (WRM)
LODGE STAFF:	David Mackenzie & Laura Arnold
REGRETS:	Carl Van Noort, Nancy Cavin & Ron Crawford

The meeting was called to order at 6:35PM.

- 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 7th, 2011:** It was noted that item 5.2 from the meeting minutes required a correction. Robyn Browes name had been incorrectly spelled. It was moved, seconded, and *carried* to approve the minutes as amended.
- 3.0 **Business Arising:**
 - 3.1 **Lodge Operations Update**
 - **Sales & Marketing:** Laura distributed a template for a report which will be given to the PVL MGMT Co. on a monthly basis. The report will give the revenue statistics for the current month and will detail the subheadings: Groups Actualized; Potential Groups; Marketing Activities; and Direct Sales Activities. This report is essentially a snapshot of the sales and marketing highlights or points of interest. This template will be included in David’s reports to the PVL MGMT Co. who will in turn forward to the rest of the Council. Regarding the previous request from David and Laura for Braidwood to follow up with sales and marketing strategies, there have been no results to date. The members of the PVL MGMT Co. agreed to follow up with Braidwood to see why the timely summary reports have not been implemented as the request was made in September.
 - **Staffing:** David reported that there had been a new hire named Levi who was so far doing well. The laundry attendant, Lori, has left the PVL. There had been an accident involving the maintenance man, Darrell, who had been injured while removing snow on the property. He was sent to Vancouver General Hospital and has been recovering. All appropriate WCB has been filed but he will be unable to work for a couple of months. There was a discussion regarding the PVL MGMT Co. conducting or reviewing the

“exit interview” protocol as well as the review of an annual employment engagement survey. This item will be reviewed by David and the PVL MGMT Co.

- **Operations:** David reported that the Lodge was openly supporting the local food bank and collecting unopened non-perishable food. Good exposure for the Lodge was also being obtained through the Gingerbread Project which involved distributing a bulletin to businesses in the Valley to build a gingerbread structure for display at the Lodge for silent auction. The project is scheduled from December 10th to 20th. Funds collected will go to food bank. Scotia bank has agreed to match every dollar and they are actively involved. The best ginger bread house will be determined by a vote of the public and the local press is expected. The team with the winning house will stay a night in Vancouver with hockey tickets (donated by the Georgia Straight).
- **Pool Deck & Equipment:** David reported that there had been inconsistencies with the power output of the heat trace system and as a result, the pool deck required snow shoveling twice a day to compensate. The operating license mandates this. John Hanson Gas Fitters effected some repairs to the pumps and boiler system. One of the repairs required a glycol recharge. In the Lodge, David reported that the ironer’s operation had been finicky and the air cooler component has required repairs. The ironer is currently on a monthly service contract that expires April 2012. The pump alarms in the parking area were activated due to flooding in October. David flushed the system to ensure it was brought back to normal operating conditions.
- **Building Lighting:** David reported that the feedback on the Christmas lights around the Lodge had been very positive. Corporate Electric is preparing some options for review regarding some LED modules that could be tested for some permanent lighting.

3.2 **Bellstar Legal Update:** The Strata Corporation has engaged Ryan Patryluk to file a legal action against Bellstar.

3.3 **Pemberton Valley Lodge Management Co. Update:** Larry reported that as per the previous minutes, \$30K in revenue was transferred in the Lodge operating reserve. Passwords for the operational software programs and other key operating systems have been stored on a flash drive and secured in the Lodge safe if required. The passwords and related info is kept on a list which is kept current. To avoid a situation where David and Laura are required to personally make purchases on behalf of the Lodge, each were equipped with a company credit card for business related expenditures. It was agreed that David and Laura will forward the Unifocus Guest Survey reports to the PVL MGMT Co. for review monthly and the rest of the Council will review the reports on a quarterly overall basis.

4.0 **Review of the Financial Statements for the fiscal period ending October 31st, 2011:** The agent reviewed the Balance Sheet as well as the Income and Expense Statement. It was noted that the Strata Corporation was reporting a Retained Operating Fund deficit of

\$12,599.49 but that the amount was being paid down as per the monthly contribution through the strata operating budget from a deficit of over \$23K at the beginning of the fiscal year. The agent reported that the operating budget at the end of August reported a surplus of \$1,843.31. After discussions regarding specific line items, it was moved, seconded, and carried to accept the financial statements as presented.

5.0 New Business:

- 5.1 **Christmas Bonuses:** David reported that the bonus system was based on employees receiving gift cards in appropriate amounts regarding their position and length of service. It was agreed by the members present that this approximate amount of \$1,800 to \$2,200 annually should be included in the ongoing operating budget. Council agreed to review this year's bonus pay out list.

- 5.2 **Non- Residents Tax:** A discussion was held regarding the Lodge's role and responsibility regarding the taxation of non-resident or out of country owners. The PVL MGMT Co. will confirm with Robyn that the Lodge holds no liability for monies owed for taxes from these owners. David reported that the money that is sent out as revenue from the Lodge pays for the Government tax up front. The onus has been placed on the Lodge to forward the tax money to Revenue Canada on behalf of the non-resident owners to hold until tax time.

- 5.3 **Budget 2012:** Due to the 2012 budget not being finalized, there ensued a discussion regarding capital projects. David was to complete the budget and capital project schedule as soon as possible with Council.

- 5.4 **Council Remuneration:** The agent reported the Council remuneration pay outs as per the Strata budget will be processed before the end of the fiscal year.

There being no further Lodge operations or Strata Corp business, the meeting was terminated at 9:15PM. The members of Council remained to perform a budget review.

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